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APPENDIX D**NAVY DISBURSING OPERATIONS****A. Overview**

1. Purpose. This appendix amplifies instructions contained in the basic text of this volume relative to unique operations of the Department of the Navy (DoN) disbursing offices. Guidance contained herein is not intended to conflict with other publications and directives. This appendix amplifies guidance for disbursing operations at DoN overseas activities, personnel support activities (PSA) and their personnel support detachments (PSD), Naval vessels and tactical units.

★ 2. Application and Scope. Compliance with guidance contained herein is mandatory except in the case of specific statutory authority for deviation there from. Requests for deviation from or interpretation of the guidance contained herein shall be directed for consideration through channels to the Defense Finance and Accounting Service (DFAS) Kansas City, Financial Services, DFAS/KC (DFDB), 1500 East 95th Street, Kansas City, MO 64197-0030. The Director for Finance Policy, OUSD(C), shall make final determination.

★ 3. Policy. The guidance contained herein addresses unique Navy disbursing processing requirements and procedures. This guidance is not intended to supercede guidance contained in the basic text of this volume or any other law or regulation issued by higher authority. In any case where the instructions herein conflict with instructions or directives of higher authority, the guidance of the higher authority shall prevail. In any situation where conflicting instructions are discovered, they should be reported through channels to the Defense Finance and Accounting Services Kansas City, Financial Services, DFAS/KC (DFDB), 1500 E. 95th Street, Kansas City, MO 64197-0030 for clarification.

4. Responsibilities. It is the responsibility of each Disbursing Officer (DO) to become thoroughly familiar with the provisions of this volume and associated references as they pertain to the legality and methodology of payments and accountability.

B. Collections

1. Collection Documents. Preparation, Required Information, and Accounting Data. Use DD Form 1131 (Cash Collection Voucher) when directives governing the collection function do not prescribe the use of another specific voucher.

a. Date. Enter the actual date of collection unless the voucher is supporting a monthly collection. For vouchers supporting monthly collections, enter the period covered by the voucher.

b. Reference/Receipt Number. Enter the document or receipt number furnished in support of the collection document.

c. Remitter. Enter the name of the person, firm, title of officer and the name of the ship/activity to identify the source of the collection.

d. Purpose. Enter a concise statement of the purpose for which the collection was received.

e. Amount. Enter one amount for each remitter. If the proceeds of the collection must be credited to two or more appropriations, separately enter each appropriation and the amount for each appropriation. See Figures D-1 through D-3.

2. Collections for Loss of or Damage to Government Property

Recoveries from Naval Personnel

Voluntary Action. Credit to appropriation 173019, Recoveries for Government Property, Lost or Damaged, not otherwise classified.

a. Pay Checkage in Accordance with Paragraph Volume 7A, Chapter 50, Section 500104. A.2 of this Regulation. Family housing unit - credit to appropriation 17-7035, Family Housing, Navy and Marine Corps (FH, N & MC).

b. Unaccompanied Personnel Housing Unit. Credit to the Operation and Maintenance (O&M) account of the station operating the unaccompanied, personnel housing unit.

3. Collections for Government Services

Laundry Service – Ship’s Store Afloat

a. Refer to Ship’s Store Afloat Manual (NAVSUP P-487), (reference (as)).

b. Credit to appropriation 178723, Profits from Sale of Ship’s Store, Navy.

c. When collections are made for laundry services procured from commercial sources, attach a list to the collection voucher that identifies the name, rank, and amount paid by each member.

4. Collections for Sales

a. Proceeds of Sales from “Lucky Bag.” Amounts realized on sales from “lucky bag,” in accordance with paragraph 13136 of the Naval Supply Systems Command Manual (reference (at)), shall be turned over to the DO and taken up in his or her accounts with credit to 171060, Forfeitures of Unclaimed Money and Property.

b. Meals from Navy General Messes. Cash collected from the sale of meals for the general mess shall be deposited with the DO in accordance with the Food Service Management Manual (NAVSUP P-486) (reference (au)).

(1) Accounting Data. Credit amounts received from sale of meals from the general mess to appropriation and subhead 17*1453.2241, Military Pay, Navy (MPN). Operating costs shall be credited 50 percent to appropriation and subhead 17*1453.2202, Military Pay Navy, (MPN) and 50 percent to appropriation Operation and Maintenance, Navy (O&M,N) as an unfunded transaction. Operating costs for contractor operated messes shall be credited to appropriation O&M,N.

(2) Collection Voucher. At the end of the accounting period, the officer-in-charge of the general mess shall furnish to the DO an original and three copies of NAVSUP Form 1357 (Ration and Sales Report) covering the total deposited for meals sold. To acknowledge receipt of funds, the DO shall sign the original NAVSUP Form 1357 and return it to the officer-in-charge of the general mess. See Figure D-3.

c. Ship's Store Afloat. All collections, including cash, travelers checks, and personal checks shall be collected and turned over to the DO in accordance with procedures outlined in the Ship's Store Afloat Manual (NAVSUP P-487) (reference (as)). A DD Form 1149 (Requisition and Invoice/Shipping Document) in original and three copies shall be submitted by the ship's store officer to the DO. The DO shall complete the required certificate on the original and return it to the ship's store officer.

d. Subsistence Items

(1) Proceeds from sales of subsistence items carried in the Navy Stock Account shall be credited to the Navy Stock Fund by preparing a DD Form 1149 (Requisition and Invoice/Shipping Document).

(2) Proceeds from sales of subsistence items charged to appropriation 17*1453, Military Personnel, Navy (MPN) shall be credited to appropriation 17*1453, MPN. The collection voucher shall be a NAVSUP Form 1357. See Figure D-3.

(3) The value of subsistence items sold shall be reflected in the DD Form 2657 (Daily Statement of Accountability).

5. Other Collections

a. Collections for Marine Corps, Army, Air Force, and Coast Guard. Under certain circumstances, it may become necessary for Navy DOs to make collections for the Army, Marine Corps, Air Force, or Coast Guard. Such situations might include collections from military personnel whose pay accounts are administered by a Navy DO or refunds on public vouchers paid by a Navy DO. Generally, Army, Marine Corps, Air Force, and Coast Guard collections shall be accounted for in the same manner as Navy collections. All appropriate Army, Marine Corps, Air Force, or Coast Guard accounting data shall be cited on the collection voucher.

b. Distribution of the Collection Voucher. The original and two copies shall be submitted with the financial returns and an additional copy shall be submitted for each fiscal station cited. If the credit is to an allotment held by a Navy activity, an additional copy shall be forwarded to the Navy activity indicated.

c. Deposits to Liquidate Checkages. Funds received by a DO to offset a checkage in accordance with the DFAS Cleveland site, Pay Procedures Manual (DFAS-PPM) (reference (av)) shall be processed using a DD Form 1131 crediting the appropriation, object class and functional account against which the individual's pay is charged.

d. Deposits to Protect Insurance Allotments. Navy members in a non-pay status are authorized to make cash deposits to a DO to protect National Servicemen's Life Insurance allotments. The DO shall prepare a DD Form 1131 and credit the appropriation, object class and functional account to which the member's pay is charged.

e. Telephone Collections. Collections for unofficial telephone service shall be deposited to a general depositary or a local DO. Collections for occasional use of official telephones for unofficial calls shall be deposited at least once a month. Funds received by DOs from the telephone company for commissions on collections from telephone pay stations shall be credited to appropriation 173210, Commissions on Telephone Pay Stations.

f. Unsuccessful Completion of Courses Funded by the Navy Tuition Assistance Program. When Navy personnel do not successfully complete a course for which tuition assistance was granted, and repayment is required, collections shall be recorded against the annual appropriation or working capital fund that originally funded the related tuition assistance authorization.

C. Disbursements

1. Preparation and Payment of Public Vouchers--General

a. Format. Use SF 1034 (Public Voucher for Purchases and Services Other Than Personal) as a public voucher (PV) when governing directives do not prescribe use of a specific disbursement voucher. See Figure D-4.

b. Requirements for a PV

- (1) It must discharge a U.S. Government liability.
- (2) Supporting documents must be complete.
- (3) The expenditure must be charged to an appropriation/fund.
- (4) The control, maintenance, and disposition of records must preclude duplicate payments or overpayments by the government.

(5) The chargeable accounting data must be accurate and complete.

c. Completion requirements for the SF 1034 and, when required, the SF 1035 (Continuation Sheet). Complete appropriate blocks as follows:

(1) Applicable DoD Component and place prepared.

(2) Date prepared. (No entry required in this block.)

(3) Vouchers must be numbered in accordance with procedures established by each payment office.

(4) On payments for supplies or non-personal services, show the number and date of the numbered contract, requisition, or purchase order.

(5) Payee's name and address (include social security number (SSN) for military members and DoD civilian employees if payment affects the pay account or is a taxable payment). Enter the name and address of the contractor who supplied the services or articles.

d. Body

(1) First Column. Invoice or delivery order number and date.

(2) Second Column. Date(s) supplies delivered or services performed.

(3) Third Column. Enter a description of the supplies or services unless the attached invoice gives the description. If it does, enter the following statement: "Per attached invoice." Special notations shall also be made in this column. Reference any previous partial payments in this column together with the voucher number and date paid.

(4) Fourth, Fifth, and Sixth Columns. Do not use these columns if the invoice is attached as prescribed above. If the invoice is not attached, complete as follows:

(a) Fourth Column. Enter the quantity of each item.

(b) Fifth Column. Enter the unit price of each item.

(c) Sixth Column. Enter the unit of measurement for each item.

(5) Seventh Column. Enter the extended value of each item. If the amount is stated in foreign currency, insert the name of the currency. When referring to attached invoices, show the extended total for each individual invoice. When SF 1035 is used, show the extended total for each sheet in this column. Use the "Differences" block for cash discounts identified as "Disc" and the net of any other adjustments to the amount in the total block identified as "Adj." For vouchers involving multiple invoices, the paying office may attach a list

of invoice discrepancies to the original and retained copies instead of recording each discrepancy on the face of the SF 1034. "Amount verified correct for" shall be the adjusted total. Enter either a signature or initials to show who computed and verified the payment.

(6) Account Classification Block. Enter each accounting classification and the amount charged to that classification. Use a separate line for each accounting classification charged. If only one line of accounting classification is cited on the voucher--and foreign currency or voucher deductions are not involved--it is not necessary to show the amount following the accounting classification.

(7) Station Number of Paying Office. Enter the disbursing station symbol number (DSSN) of the paying office on all copies of a disbursement voucher.

(8) Money Amounts - How Expressed

(a) U.S. Dollars and Cents. Except as prescribed in the following subparagraph, show all money amounts as U.S. dollars and cents. If less than one-half cent occurs in the footing of a voucher, disregard it. If the fraction is one-half cent or more, show it as a whole cent.

(b) Foreign Currency. Enter the amount of foreign currency, U.S. dollar equivalent, and exchange rate in the blocks marked "Approved For" and "Exchange Rate" on the SF 1034. Show the amount in U.S. dollars in the Accounting Classification block. The amount of the check may be shown in the foreign currency if a limited depository checking account is maintained in those terms.

(9) Payment Notations. Check blocks under Payment as follows:

(a) Complete. When paying the entire amount of the contract or purchase order.

(b) Partial. When paying for partial delivery, show the number of the partial payment, e.g., whether 1st, 2nd, etc.

(c) Final. When making the final payment of two or more partial payments.

(d) Advance. When making an advance payment to a contractor, vouchers covering additional advances must refer to vouchers covering prior advances under the same contract in the "Articles or Services" block. References must show the voucher number, name, and DSSN of the DO, and the date paid. Advance payments are referred to as "first advance," "second advance," and so forth.

(e) Supplemental. When supplemental payments are made, use the block for final payments and cross out the word “Final” and replace it with “Supplemental.” Reference the original voucher on the supplemental voucher in the “Articles or Services” block. Such references must show voucher number and date paid.

2. Purchases and Services

a. Use the SF 1034 as the PV to effect payment of purchases and services other than personal.

b. The activity responsible for check issuance is the activity designated to make the payment.

c. If contract/purchase order does not specify the activity designated to make payment:

(1) When the delivery is made to a ship located in the continental United States (CONUS) or Hawaii, then the PV is prepared and payment made by the DFAS site serving the area where the dealer is located.

(2) When the delivery is made to a ship located outside the continental United States (OCONUS) or Hawaii by a dealer located OCONUS or Hawaii, then the PV is prepared by the receiving activity and forwarded to the servicing DO for payment.

(3) When there is no supply activity in the vicinity, then forward the documents to nearest DoD or U.S. disbursing office for payment.

d. Dealers’ Bills Rendered Against Decommissioned Ships

(1) Dealer Located in CONUS or Hawaii. The settlement responsibility for outstanding bills is the DFAS site designated in purchase document.

(2) No Disbursing Office Designated or No Written Document

(a) Deliveries in CONUS and Hawaii. The DFAS site serving the receiving activities has settlement responsibility.

(b) Other deliveries. The DFAS site serving the dealer’s location has settlement responsibility.

(c) Dealer Located OCONUS or Hawaii. The primary responsibility for settlement is the activity designated to settle the disbursing account. If the designated activity is in CONUS, forward dealers’ bills with supporting documents to DFAS Charleston (South Carolina) for preparation and payment. If the designated activity is OCONUS, then voucher preparation is the responsibility of the settlement activity and payment is made by the DO supporting the settlement activity.

e. Evidence to Support Payment. The settlement officer shall determine whether the amount billed is payable by analyzing the available documents that are retained by the paying office.

f. Unsupported Bills. The bill shall be returned to the dealer with the reason(s) for declination of payment. The dealer shall be informed that the bill can be submitted to the General Accounting Office (GAO) via the DFAS Charleston for settlement.

3. Substantiating Documents and Certificates

a. Purchase Documents

(1) Contracts. The paying DO shall maintain a contract file containing each contract and all contract modifications for verification of proper payment. A separate log shall annotate the date of receipt for all contracts.

(2) Purchase Orders. Distribution instructions for purchase and delivery orders are found in Navy Supply Acquisition Regulation Supplement (SUPARS) (reference (aw)).

b. Dealer's Bill

(1) General Requirements. All dealer's bills must be expressed in the currency in which the transaction was made. The original dealer's bill shall be attached to the original PV.

(2) Supplemental Payments. DOs shall establish the necessary internal controls to identify supplemental payments to the original payment and to prevent duplicate refunds of deductions or other erroneous supplemental payments.

(3) Dealer's Bill Expressed in Foreign Currency. The PV shall show all amounts in equivalent U.S. currency at the rate of exchange at which foreign currency is disbursed. The exchange rate shall be shown on the PV.

c. SF 44 (U.S. Government Purchase Order - Invoice Voucher as a Purchase Invoice)

(1) Purpose. The SF 44 combines the informal purchase order, certificate of receipt and acceptance, and dealer's bill. It is used only in over-the-counter purchases and only when the dealer or other dealers of like goods or services in the vicinity do not accept the government-wide purchase card.

(2) Payment by Disbursing Officer. When the SF 44 is used in an informal purchase, it should contain the signature of the ordering officer (which could be an aircraft commander in the case of procurement of fuel, lodgings, and subsistence on extended aircraft flights), the signature of the person receiving the material or services, and the chargeable accounting data. Therefore, it may be submitted by the vendor directly to the payment office

designated thereon. In the case of the fleet aircraft, the payment office shall be designated as the DFAS Norfolk or San Diego, except where the SF 44 is executed OCONUS and is payable in a foreign currency. In these cases the payment office shall be designated as the U.S. Navy Area Commander or the U.S. Navy Component of Combatant Commands. In accordance with the option pre-printed on Copy 2, Seller's Copy of the order, the seller may prepare an invoice and use the original of the SF 44 as a supporting document, or the seller may submit the SF 44 as an invoice.

d. Certificate of Receipt and Inspection at Destination

(1) Ships. Certificates of receipt and acceptance shall be furnished to the appropriate paying office as required by governing contracting regulations.

(2) Duplicate Certificates. When a second certification of the receipt and acceptance is made, it shall be accompanied by a statement notifying the preparing activity of the accomplishment of a previous certification in a separate memorandum or on the second copy of the invoice.

4. Timely Settlement of Dealers Bills

a. Operating Forces. Units of the operating forces shall comply with the requirements of this subparagraph to the greatest extent possible. In the case of ships leaving a foreign port, however, the supply officer shall make every effort to prepare and pay all PVs covering dealer's bills for materials (including ship's store stock) or services from foreign vendors. If payment of the dealers' bills cannot be made to foreign vendors before a ship leaves port, arrangements for payment of the bills shall be made with local U.S. military or State Department representatives; or in accordance with the governing fleet and area commanders' directive. In the case of ships leaving a U.S. port, the supply officer shall make every effort to have all dealers' bills properly certified and forwarded to the appropriate DFAS site before leaving the port.

b. Precautions Against Duplicate Payments

(1) Naming of Paying Office in Contract or Purchase Orders. All contracting officers are required to insert in every contract and purchase order the name of the disbursing office designated to make payment. Payment shall be made only by the disbursing office specifically authorized by the provisions of the contract or purchase order. In addition, Title 7 of the U.S. General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies (reference (n)), and the Treasury Financial Manual (reference (m)) require that paying office controls over disbursements include the necessary safeguards to prevent duplicate payments.

(2) Responsibilities of Preparing Officer. It is the responsibility of the preparing officer to check for possible duplications. If duplicate payment does occur, the cause must be fully investigated and appropriate action taken to avoid recurrence of similar duplications. Every effort must be taken to recoup the duplicate payment as soon as it is discovered and validated that it actually occurred.

(3) Criteria for Detecting Suspected Duplicate Payments. All invoices shall be checked against the database of prior payments for possible duplication. The following data elements must be checked as the mandatory criteria for detecting suspected duplicate payments:

- (a) contractor invoice date,
- (b) contractor invoice number,
- (c) invoice gross amount,
- (d) Procurement Instrument Identification Number (PIIN), and
- (e) Supplementary Procurement Instrument Identification Number (SPIIN), where applicable. If a suspected duplicate is detected, records of previous payment containing the same identical data elements shall be researched prior to executing payment. Optimally, file data for 12 months shall be researched, but no less than 6 months. Suspected duplicates shall not be paid while research is pending.

5. Other Types of Payments

a. Payments for Travel and/or Official Expenses

(1) Military Personnel. The methods of settlement of government travel and official expenses incident to travel for military personnel are contained in Volume 9 of this Regulation.

(2) Civilian Personnel

(a) Advance. Instructions concerning entitlement, limitations on amounts of advances, and repayment of advances are contained in the Joint Travel Regulations (JTR), Volume 2 (reference (ax)).

(b) Preparation and Payment of Travel Claims. Procedures for preparation and payment of travel claims are contained in Volume 9 of this Regulation.

b. Payment of Witnesses

Military Personnel. Entitlement and payment of transportation allowances to military personnel summoned as witnesses shall be as prescribed in Chapter 7, part E of the JFTR (reference (ay)) and Volume 9 of this Regulation.

c. Payment for Transportation of Personnel. Transportation for personnel purchased by U.S. Government Transportation Request shall be paid by DFAS Norfolk, when a Navy appropriation is chargeable.

d. Claim for Reimbursement for Expenditures on Official Business

(1) Non-Government Personnel. Claims shall be made on an SF 1164 (Claim for Reimbursement of Expenditures on Official Business) signed by the claimant and approved by an authorized certifying officer.

(2) Invitation to Travel. Persons invited to perform travel in accordance with reference (ax) are authorized transportation, allowances, and other proper expense reimbursement in connection with official activities of the Department as contained in Title 5, United States Code, section 5703 (5 U.S.C. 5703) (reference (j)). Reimbursement shall be made using the SF 1164. If there is entitlement to per diem allowances, a DD Form 1351-2 (Travel Voucher or Subvoucher) shall be used to file their claim.

6. Responsibility for Payment of Public Vouchers

a. Tactical Disbursing Officers. The following types of payments are not considered as payments to vendors and shall be made by the local DO immediately serving the activity receiving the material or services.

(1) Purchase of post office box rental.

(2) Purchase of street car, bus, bridge, or road toll tickets and tokens.

(3) Reimbursement of Naval personnel for sundry expenses, official documents, or for authorized official entertainment as provided in Volume 9 of this Regulation.

(4) Mileage, per diem for travel or temporary duty, and other reimbursements for expenses incident to official travel.

(5) Fees of visiting lecturers, clergymen, and medical and dental lecturers utilized in the Medical Department training programs; expenses of the Board of Visitors of the Naval Academy; and expenses of the Board of Advisors to the Naval War College.

(6) Monthly Ration Vouchers

(a) Payment to Navy Mess Treasurer. Each month, the mess treasurer shall submit a list of members subsisted in the mess on a locally prepared form, in triplicate, to the DO. After the action prescribed in DFAS-PPM (reference (av)) has been taken, payment shall be made to the officer or mess treasurer on an SF 1034 supported by the locally prepared form. The DO shall furnish a copy of the paid SF 1034 and a copy of the locally prepared form to the payee.

(b) Officers' Messes Afloat. Payment of commuted rations for enlisted personnel subsisted in officers' messes afloat shall be effected on an SF 1034, supported by a list of the enlisted personnel and the certificate prescribed in subparagraph C.6.a(6)(a), above. In accordance with the Food Service Management Officers' Quarters and Messes Afloat and Chief Petty Officers' Messes Afloat Manual (NAVSUP P-486), Volume II (reference (az)), on a locally prepared form, the mess treasurer shall determine the amount payable by comparing the cost of provisions eaten by the enlisted members to the total value of the commuted rations of the enlisted members. The amount payable shall be lesser of the two amounts. The original of this local form shall support the SF 1034. See Figure D-5.

(c) United States Naval Academy (USNA) and Naval Reserve Officers Training Corps (NROTC) Midshipmen

1. General. In accordance with 10 U.S.C. 2109(b)(3) (reference (b)), the Secretary of the Navy has set the maximum daily rate that a nonappropriated fund (NAF) mess may be reimbursed from appropriated funds for subsisting NROTC midshipmen. This rate shall not exceed the lesser of:

- a. cumulative food costs; or
- b. within the contiguous United States and the District of Columbia, a cumulative amount not to exceed \$4.50 per meal; or
- c. outside the contiguous United States and District of Columbia, a cumulative amount for each meal consumed not to exceed 14 percent of the per diem prescribed by reference (ay).

2. Subsistence in Kind. USNA midshipmen and NROTC midshipmen subsisting in a general mess or hospital mess are entitled to rations in kind at government expense. Charges shall be centrally billed and paid. Those charges applicable to the subsistence of NROTC midshipmen shall be charged to the appropriation Reserve Personnel, Navy. Those charges applicable to the subsistence of USNA midshipmen shall be charged to the appropriation Military Personnel, Navy. In either case, the fiscal year chargeable shall be the year in which the meals were consumed.

3. Reimbursement. Appropriated funds shall be used to reimburse NAF messes for USNA and NROTC midshipmen for the billing period. The billing for USNA midshipmen shall not exceed the lesser of cumulative food costs or a cumulative amount based on the daily rate prescribed in Volume 7A of this Regulation. The billing for all NROTC midshipmen shall not exceed the cost as stated in subparagraph C.6.a.(6)1b, above. An SF 1034 shall be submitted to the DO and shall be substantiated with a listing similar to and containing all the data shown herein.

b. Payment Procedure. DOs shall effect prompt payment of the NAF mess bills. Payments shall be made on an SF 1034. Accounting data on the voucher must be shown separately for USNA and in each of the 2 NROTC categories. Use an attached summary of the accounting data if there is not enough space on the voucher for the required breakdown. DOs shall ensure the use of the proper functional account number (FAN) (as the last five digits of the cost code) when making payments for midshipmen.

- (1) Rewards and expenses for return of absentees and deserters.
- (2) Special diets procured from an officers' mess for sick personnel.
- (3) Payment of ship's store profits to the commanding officers of ships. See Figure D-4 and reference (as).
- (4) Dealers' bills for subsistence and quarters purchased by military personnel as authorized by paragraph 22415 of reference (at).
- (5) Imprest fund purchases when payment by check is required because of supplier's failure to ship c.o.d.
- (6) Payment of advances and invoices for civilian employee training at non-governmental facilities.
- (7) Payments to exchanges for health and comfort items furnished military prisoners as authorized by the Naval Supply Systems Command Manual, Volume IV (reference (at)) and references (as) and (ay).
- (8) Payments for claims for reimbursement of payments made to car rental agencies for the cost of deductible damage to rented vehicles that occurred during the performance of official business shall be made on a DD Form 1351-2 supported by the documentation specified in reference (ay).
- (9) Payment of tuition aid claims of Navy members as provided in Chief of Naval Education and Training Instruction (CNETINST) 1560.3 (reference (ba)).
- (10) Payment to civil authorities for the cost of board and care of Navy members.

(11) Expenses in connection with activities of the informational program for foreign military trainees and visitors to the United States as authorized in the current series of Chief of Naval Operations Instruction (OPNAVINST) 4950.1 (reference (bb)) and orientation training tours as defined by DoD 5105.38-M (reference (bc)) shall be reimbursed under the provisions of this paragraph when paid from personal funds of military members or civilian employees. When required and authorized in writing by a commanding officer or his designee authorized to incur obligations for the informational program, the DO may advance amounts required for direct payment by an escort officer in connection with a particular tour, visit, or other business. The DO shall credit the appropriation, including the transaction type code (TTC) "1K" cited when the advance was made, and charge the appropriation data cited in the letter designation. For travel away from escort's duty station, a DD Form 1351-2 should be used.

(12) Payment of canal tolls by the DO of an individual ship is authorized. In most instances, local area commander's instructions or fleet directives, as in the case of the Suez Canal, take precedence and preclude the DO from making such payments. In these instances, the nearest shore based DO shall make payments. When a ship is required to make payment, it immediately shall be made upon leaving the canal or as soon afterward as the responsible canal commission presents its bill for payment. No payment shall be made by the DO of a ship for passage through the Panama Canal. All toll bills for ships transiting the St. Lawrence Seaway and related canals shall be received by the Commander, Eastern Sea Frontier for processing. The Commander, Eastern Sea Frontier shall forward Canadian dealers' bills for transit and pilotage to the DFAS Charleston for payment. Bills of U.S. dealers shall be forwarded to DFAS Norfolk for payment.

(13) Costs of ship-to-shore telephone service shall be collected from personnel using the service by the communications officer of the ship. The communications officer immediately shall turn over the amounts collected to the DO who shall take up the collection as a credit to Suspense, Navy. When the telephone company bills the ship for this service, settlement shall be made by a U.S. Treasury check payable to the telephone company and issued by the DO using an SF 1034.

(14) Authorized payments for medical and dental care furnished by civilian non-federal sources can be found in the current version of Naval Medical Command Instruction (NAVMEDCOMINST) 6320.1 (reference (bd)). Claims for reimbursement from individuals who have defrayed the expense of authorized care shall be paid using the SF 1164. The SF 1164 shall bear the claimant's signature on the face of the form as well as the certification of the approving authority, and shall be supported by paid itemized invoices. In addition to these payments, local DOs on ships in foreign countries shall make payment for purchases of materials and services procured from foreign vendors. Refer to the Afloat Supply Procedures Manual (NAVSUP P-485) (reference (be)), and local fleet and type commander directives regarding ships making arrangements for payment of dealer's bills prior to leaving a foreign port.

c. Rewards

(1) Notice and Acceptance of Offers of Rewards. Before there can be a valid acceptance of an offer of reward so as to authorize payment of money, there must be a notice of the offer. The government, as the offerer, announces that a certain individual has absented himself, deserted, escaped, or is missing, or that a boat, aircraft, mine, paravane, torpedo, or any other material is lost and offers a reward for the recovery of the person or thing or for the information leading to such recovery. Annual or blanket notices or notices of reward attached to the material may be considered notice of the offer. The individual who, knowing of such offer of reward, performs the acts specified therein prior to its revocation shall become entitled to the reward. A member of the Armed Forces or other salaried officer or employee of the U.S. Government is not eligible to receive a reward.

(2) Payment. Unless otherwise specified, payment of rewards shall be made on an SF 1034 supported by a signed offer of reward or a signed letter or certified copy of a message from the cognizant command, office, or bureau offering or confirming the declaration of a reward. If such documents are not available at the paying activity, the cognizant command, office, or agency shall be requested to furnish them.

(3) Lost Mines. Commanding officers are authorized to offer rewards up to \$100 for the recovery of or for information furnished leading to the recovery of a lost mine or related components. Funds for payment of rewards shall be made available for use by the Naval Mine Engineering Facility, Yorktown, VA. Commanding officers shall forward funding requests for rewards to the Naval Mine Engineering Facility by message. The circumstances for the reward requirement, including the amount needed, shall be stated for each request.

(4) Lost Torpedoes, Mobile Targets, and Self-Propelled Mines. Commanding officers are authorized to offer rewards up to \$500 for the recovery of or for information leading to the recovery of lost torpedoes, mobile targets, and self-propelled mines and to offer up to \$250 for the return of their related major components. The term "major components" refers to major sections of the weapon (e.g., exercise heads or battery compartments) but does not include minor assemblies of accessories (e.g., depth mechanisms, gyros or stabilizers). Funds for payment of rewards shall be made available for use by the Naval Underwater Systems Center, Newport, RI. Commanding officers shall forward funding requests for rewards to the Naval Underwater Systems Center by message. The circumstances for the reward requirement, including the amount needed, shall be stated for each request.

(5) Lost Aircraft and Lost Target Pilotless Aircraft and Aircraft Equipment. Commanding officers are authorized to offer up to and including \$500 as a reward for the recovery of or for information leading to the recovery of lost aircraft and up to and

including \$100 for aircraft equipment. Payment of rewards shall be charged to the operation and maintenance allotment of the reporting custodian of the recovered aircraft or to the Operations and maintenance allotment of the custodian of the aircraft equipment.

(6) Lost Submarine Target Training Devices. The Commanding Officer, Naval Training Equipment Center, is authorized to offer a reward of \$100 for the recovery of lost submarine target training devices. Payment of rewards shall be charged to the Naval Training Equipment Center Operations and maintenance allotment current at the time of payment.

(7) Lost Radio Equipped Buoys. The Commanding Officer, Naval Research Laboratory, is authorized to offer a reward of \$500 or any lesser sum depending on specific instances, for the recovery of or information leading to the recovery of lost radio equipped buoys. Payment of rewards shall be charged to appropriation Navy Working Capital Fund (NWCF), 97X4930, subhead NH4A.

(8) Transponder Type Balloon Equipment. The Commanding Officer, Naval Research Laboratory, is authorized to offer a reward of \$150, or any lesser sum depending on specific instances, for the recovery of or for information leading to the recovery of lost equipment attached to Transponder type balloons. Payment of such rewards shall be charged to appropriation NWCF, 97X4930, subhead NH4A.

(9) Lost Payload - Reentry Capsules. The commanding officer or senior officer present, Port Hueneme - Point Mugu - Santa Barbara area (Commander, Pacific Missile Range), is authorized to offer up to \$100 as a reward for the recovery and return of or for information leading to the recovery of lost property of the Navy relative to the missile and satellite programs. Payments of rewards shall be charged to the Operations and maintenance allotment of the Pacific Missile Range.

(10) Lost Radio Sonobuoys. The Commanding Officers, Naval Inshore Undersea Warfare Group ONE and Group TWO, Naval Ship Research and Development Laboratory, Panama City, FL, are authorized to offer a reward of \$25 for the recovery of or for information leading to the recovery of lost radio sonobuoys. Payment of rewards shall be charged to the Inshore Undersea Warfare Groups' Operations and maintenance allotment current at the time of payment.

(11) Lost Elliptical Parabolic Hyperbolic High-Speed Depth Recorders. The Commanding Officer, Naval Ship Research and Development Laboratory, Panama City, FL, is authorized to offer a reward of \$25 for the recovery of or for information leading to the recovery of elliptical parabolic hyperbolic high-speed depth recorders. Payment of rewards shall be charged to the Naval Research and Development Laboratory Operations and maintenance allotment current at the time of payment.

(12) Lost Oceanographic Instruments. The Commander, Naval Oceanographic Office is authorized to offer up to and including \$100 as a reward for the recovery of or for information leading to the recovery of lost oceanographic observation devices such as, but not limited to, current meters, sub-surface buoys, acoustic release devices, and wave recorders, when the entire device is recovered intact regardless of condition. Payment of the reward shall be charged to the Operations and maintenance allotment of the Naval Oceanographic Office.

(13) Lost Detectors, Sensors, Simulators, and Associated Equipment. The Commander, Naval Surface Weapons Center, is authorized to offer up to \$250 as a reward for the recovery of or for information leading to the recovery of lost detectors, sensors, simulators, and associated instrumentations used in research, development, and testing of naval ordnance. Payment of the reward shall be charged to the project using the equipment at the time of loss.

(14) Increased Rewards and Rewards for Other Material. Prior to offering a reward for other material not listed herein, or for an amount in excess of the reward authorized herein, authority for payment must be obtained from the Secretary of the Navy as prescribed in 10 U.S.C. 2252 (reference (b)). Commanding officers or senior officers present, bureau, or command having cognizance of the material involved shall request such authority from the Secretary of the Navy. In each case, the request shall contain:

(a) the proposed amount of reward to be offered on a continuous basis;

(b) the proposed amount of reward to be offered on a one-time basis for material lost but not recovered and for which it is desired to offer a reward to aid in recovery; and

(c) the proposed amount of increase on an existing reward authorized to be offered on a continuous basis. The recommended amount of the reward to be offered shall be stated in each case. Upon approval of the proposal, the cognizant office, bureau, or command, shall forward to the Secretary of the Navy, via the Director, DFAS Cleveland (DFAS-CL), 1240 East Ninth Street, Cleveland, OH 44199-2055, a request for authorization to offer the reward on a one-time basis for material lost but not yet recovered, or to increase the amount of an authorized reward.

(15) Return of Absentees

(a) Payment of Rewards. When authorized by military officials of the Armed Forces, any civil officer having authority to arrest offenders may apprehend an individual absent without leave from the military service of the United States and deliver the individual into custody of military authorities. The receipt of a DD Form 553 (Absentee Wanted by the Armed Forces) or any authorized communication, oral or written, from a military or federal law enforcement official or agency requesting active cooperation in the apprehension or delivery to military control of an absentee or deserter wanted by the Armed

Forces shall constitute the basis for a reward. When such a reward has been offered, persons or agency representatives (except employees of the federal government or service members) apprehending or delivering absentees or deserters to military control shall be entitled to a payment of:

1. \$50 for the apprehension and detention until military authorities assume control, or
2. \$75 for the apprehension and delivery to military control.

Payment of the reward shall be made to the person or agency representative actually making the arrest and turnover or delivery to military control. If two or more persons or agencies join in performing these services, payment may be made jointly or severally, but the total payment or payments may not exceed \$50 or \$75, as applicable. Payment of a reward is authorized whether the absentee or deserter voluntarily surrenders to civil authorities or is apprehended. Payment is not authorized for information merely leading to the apprehension of an absentee or deserter. Rewards may be paid to civil authorities of foreign countries or other foreign nationals who have been authorized to apprehend absentees or deserters if the requirements prescribed herein are complied with, and provided that the commanding officer of the activity to which the absentee or deserter is delivered believes the situation warrants such action. The DO, special disbursing agent, or other agent, as authorized, of the military activity to which an absentee or deserter is first delivered, shall be responsible for payment of the reward. The claimant must present a signed statement specifying that he apprehended (or accepted voluntary surrender of) the absentee or deserter and that he either detained the absentee or deserter until military authorities assumed control or that he delivered the individual to military control. This statement must be supported by a copy of DD Form 553 or other form of notification that an individual is absent and that his return to military control is desired. If oral notification was made in lieu of written notification, the claimant shall so certify and provide the date of notification and the name, rank or rate, title, and organization of the person who made the authorization notice of reward. The payment shall be charged to the accounting data specified in subparagraph C.6.c.(15)(f), below, and the voucher shall include the absentee's or deserter's name and branch of service. When paid in cash, the claimant's receipt shall be taken on his original statement. Payments may be consolidated periodically on SF 1129 (Reimbursement Voucher) or may be vouchered on an individual SF 1034.

(b) Reimbursement for Actual Expenses. When a reward has not been offered or when conditions for payment of a reward cannot otherwise be met, reimbursement, not to exceed \$75, may be made to any person or agency for actual expenses incurred in the apprehension, detention, or delivery to military control of an absentee or deserter. If two or more persons or agencies join in performing these services, payment may be made jointly or severally, but the total payment or payments may not exceed \$75. Reimbursement may not be made for the same apprehension and detention or delivery for which a reward has been paid. Actual expenses for which reimbursement may be made shall include:

1. transportation costs, including mileage at the rate of \$0.25 per mile for travel by privately owned vehicle, for a round trip from either the place of apprehension or civil police headquarters to place of return to military control.

2. meals furnished the member for which the cost was assumed by the apprehending person or agency representative.

3. telephone or telegraph communication costs; damage to property of the apprehending person or agency if caused directly by the member during the apprehension, detention, or delivery; and such other reasonable and necessary expenses incurred in actual apprehension, detention, or delivery as may be considered justifiable and reimbursable by the commanding officer.

(c) Non-Reimbursable Expenses. Reimbursement shall not be made for:

1. lodging at non-military confinement facilities.

2. transportation performed by the use of official federal, state, county, or municipal vehicles.

3. personal services of the apprehending, detaining or delivering person or agency.

Payment of actual expenses shall be made in accordance with the payment procedures in this paragraph except that an itemized statement of costs approved by the commanding officer is required and notice on DD Form 553 or other form is not required.

(d) Reimbursement for Subsistence Furnished. Civil authorities may be reimbursed for the cost of subsistence furnished Navy and Marine Corps members placed in custody for safekeeping at the request of military authorities. Such reimbursement shall be in addition to rewards and reimbursement for actual expenses. Payment of subsistence shall be made in accordance with the procedures for payment of other actual expenses except that an itemized statement of charges approved by the officer who directed the confinement is required. Notice on DD Form 553 or other form is not required.

(e) Transportation Costs. Costs associated with an absentee's or deserter's own transportation shall be charged to the pay account of the individual member as prescribed in Volume 9 of this Regulation. When a guard is required to apprehend and escort absentees or deserters from more than one Military Service, the cost of travel of the guard shall be charged to the service providing the guard when returning absentees and deserters to military control. Cost of travel for guards accompanying the absentee or deserter being returned to the parent service shall be charged to the Military Personnel appropriation of the Service to which the absentee or deserter is accountable.

(f) Accounting Data. Payments for rewards, actual expenses, and for subsistence cost shall be charged to the accounting data listed below, as appropriate.

1. Apprehension, Retention and Return of Prisoners
(Navy). 17*1453.2260 000 60600 0 000022 2D 000000 000000071165.

2. Travel of Guards (Navy).
17*1453.2260 000 60600 0 000022 2D 000000 000000074146.

d. Incentive Awards

(1) Administrative Regulations. Regulations governing the granting of cash awards to military personnel are contained in the current edition of Secretary of the Navy Instruction (SECNAVINST) 5305.2 (reference (bf)).

(2) Payment Procedure For Cash Awards-Military Personnel

Cash award payments are subject to the withholding provisions of the federal income tax law but, in the case of military personnel, are not subject to the provisions of the Federal Insurance Contributions Act (FICA) of 16 August 1954, as amended (26 U.S.C. 3101) (reference (bg)). Income tax shall be withheld at the rate of 28 percent. Cash award payments shall be made by the disbursing office holding the pay account of the member. If the member no longer is on active duty at the time that the award has been approved, payment shall be made by the DFAS Cleveland. Upon receipt of the original and 1 copy (2 copies in the case of associate DOs) of the letter approving the award and designating applicable accounting data, payment shall be made on an SF 1034. The payment shall be identified on the voucher as "beneficial suggestion per attached letter of award." The original letter of award and the original SF 1034 shall be filed with the financial returns. Copies of the letter of award and SF 1034 shall be filed in the DO's retained files or sent to the financial information processing center as appropriate. The voucher shall show the amount of the award, the amount deducted for federal income tax withholdings, and the amount due the payee. Payment may be made by cash or check. DOs shall make payment of the withheld tax in the same manner as other withheld taxes. Checks shall be drawn in favor of the Federal Reserve Bank (FRB) or branch and shall be deposited with other checks due the Internal Revenue Service (IRS). DOs afloat that do not have an employer identification number (EIN) shall forward copy A of the IRS Form W-2, Wage and Tax Statement, together with the check drawn to the FRB of Cleveland and a copy of the SF 1034, to the DFAS Cleveland site. An IRS Form W-2 shall be prepared for each incentive award payment. The payee's copies shall be delivered to the payee with the payment and advice that he or she retain the IRS Form W-2 for filing annual income tax returns. The IRS copy of the IRS Form W-2 shall be attached to a copy of the SF 1034 submitted with the financial returns. Additional copies of the IRS Form W-2 shall be distributed as indicated on the W-2 Form.

e. Prohibited Payments. The following types of payments cannot be made by tactical DOs:

(1) Payments to vendors located in the United States shall be made by the appropriate DFAS location.

(2) Payment for deliveries to ships shall be made by the DFAS location serving the area in which the billing office is located.

(3) Vouchers for disbursement and/or collection using SF 1034 or DD Form 1131 involving pay and allowances shall be paid by the DFAS Cleveland site.

(4) The deputy DO of the DFAS Norfolk is designated to pay all claims of Navy Personnel for reimbursement of costs of shipment of household goods under permanent change-of-station orders, shipments authorized under temporary additional duty orders, and local movement of household goods in connection with assignment to or vacating government quarters when directed by competent authority due to the quarters becoming uninhabitable.

(5) Claims of military members for personal property loss or damage shall be paid by the financial information processing center of the DO or of other shore activities providing disbursing service for claims adjudicating authorities.

e. Ships Without a Disbursing Officer in Foreign Countries. If a ship is operating without a DO, arrangements shall be made for payment by the nearest DoD or U.S. DO. If such arrangements cannot be made, the dealer's bill shall be forwarded to the financial information processing center most convenient to the ship or shore activity except that all such Canadian dealer's bills shall be forwarded for payment to the DFAS Charleston.

7. Payment and Payment Restrictions

a. Items to be Verified. The paying officer is responsible for verifying the legality and propriety of the payment to be made and is required to establish that:

(1) Payment is made only by the designated paying office and the payment previously has not been made

(2) Purchase was made in accordance with pertinent laws, regulations, and directives

(3) Materials or services were received and accepted or performance was completed

(4) Extensions, and totals are correct

(5) Required supporting documents are present

(6) Accounting data are complete and correct

b. Method of Payment

(1) Within the United States and its Possessions. Within the United States and its possessions, vouchers covering dealers' bills shall be paid by electronic funds transfer (EFT). Other types of vouchers likewise shall be paid by EFT. NOTE: All payments must be by EFT no later than January 1, 1999; Treasury check payments were permissible prior to that date. All remittances by mail shall be by check. Any number of vouchers to the same payee may be paid by a single EFT transmission or U.S. Treasury check.

(2) Canadian Dealers' Bills

Ships. In the event a Canadian dealer's invoice cannot be obtained and paid prior to departure and payment arrangements as prescribed in the paragraph 4336 of reference (be) have not been made, action shall be taken as prescribed in items C.7.b.(2)(a) or C.7.b.(2)(b) below, when the invoice is received:

(a) if the invoice is expressed in U.S. dollars, forward the invoice and supporting documents to DFAS Norfolk or DFAS San Diego, as appropriate, for payment; or

(b) if the invoice is expressed in Canadian dollars, forward the invoice and supporting documents to DFAS Charleston for payment.

(3) Outside the United States

(a) Foreign Currency Controls. Payments to vendors in a foreign country shall be made in a currency authorized by local foreign currency control laws or regulations. Department of State officials located in the area shall be contacted for guidance and information on currency controls in effect. If there is no Department of State official in the area, the DO shall ascertain and comply fully with local foreign currency controls.

(b) Currency Used. Payment to a vendor in a foreign country shall be made by U.S. Treasury check or U.S. currency when:

1. payment in U.S. currency is required by the purchase documents; or

2. the foreign currency billed is not available to the DO serving the activity billed or to another overseas military DO, unless the foreign currency is listed as excess or near-excess in Chapter 12 of this volume. When the bill is stated in foreign currency and payment is made in U.S. currency or by U.S. Treasury check, the rate of exchange current at the time of payment shall be used. If the foreign currency billed is listed in excess or

near-excess and such currency is not available to the DO serving the shore activity billed, the bill shall be forwarded for payment to a U.S. military DO having access to the currency involved, or if none, to the DFAS Charleston.

c. Entries Made by the Paying Officer

(1) Payment Data. The paying officer must enter the following data in the upper right payment block on the face of the public voucher. The required data must be legible on all copies of the voucher.

(a) The word "Paid" (not required on vouchers bearing the pre-printed word "Paid" in the space provided for payment data).

(b) The unit identification code (UIC) and the name of ship to which the DO is assigned.

(c) The business day (date).

(d) The disbursing station symbol number (DSSN) of the disbursing office.

(2) Lower Payment Data Lines

(a) Cash Payments. If either partial or full payment is made in cash, the amount and date of payment, and the name of the payee must be shown on the designated line on the original and all copies of the public voucher. At the time of actual payment, the signature of the payee shall be obtained on the original of the public voucher unless his or her signature, acknowledging receipt of the payment, already appears on a sundry voucher supporting the public voucher, for example, when the SF 1164 is used as a sundry voucher.

(b) Check Payments. If full payment is made by a single check drawn to the order of the payee shown in the heading of the public voucher, it is sufficient to insert the serial number of the check on the original public voucher only. The date and amount need not be shown. The serial number of the check may be inserted on the public voucher by typewriter, autographically, or by numbering machine.

D. Afloat Foreign Currency Transactions

1. Procurement. Afloat DOs shall comply with the following procedures in connection with obtaining foreign currency for visits to foreign ports.

a. Purchase from Government Sources

(1) DOs of ships arriving in an operational area may request, via official communication channels, excess foreign currency from the DOs of ships leaving the area.

(2) DOs in units within the same operational area, should advise other fleet units of their requirement, in case an excess of foreign currency exists.

(3) Ships within the group also may be assigned as the foreign currency coordinator.

(4) Department of Defense DOs of shore commands, within the operational area, also may be able to provide the type of currency required.

(5) American Embassies or Legations also may be able to provide needed foreign currency.

b. Purchase from DoD Contract Military Banking Facility (MBF) and Commercial Sources. Currency can be obtained from MBFs. Commercial foreign banking facilities may be used when MBFs and other government sources are not available. See Chapter 13 of this volume.

2. Disposition. Afloat DOs shall comply with the following procedures in connection with disposition of foreign currency, prior to leaving the foreign port or operational area.

a. Sale to Authorized Personnel

(1) Navy DOs assigned to afloat units are authorized to provide accommodation exchange sales to assigned personnel without prior approval.

(2) Sales of the currency shall not be made at a rate that results in a loss by exchange. Sales shall be made at rates as near as possible to that at which the currency is carried without causing a loss or requiring the holding of currency in units of insignificant value.

(3) Gains or losses resulting from sales or revaluation shall be vouchered as gains or losses by revaluation. See Figures D-6 through D-9.

(4) A daily DD Form 2664 (Currency Exchange Record) shall be maintained for each sale.

(5) Repurchase of foreign currency is authorized provided:

(a) the DO shall be able to dispose of the currency prior to departing the operational area.

(b) the DO maintains a DD Form 2664 to reflect the amount and source of funds.

(c) the repurchase from the authorized individual is not for an amount greater than the last purchase.

(d) the authorized individual or unit is departing the area.

b. Priority for Disposal of Foreign Currency. DOs should attempt to dispose of the foreign currency in the following order:

(1) Sales to other DoD DOs (i.e., ships arriving in the operational area, afloat foreign currency coordinator or DoD shore activities).

(2) Sales to a DoD-contracted MBF.

(3) Sales to commercial sources (i.e., foreign banks).

(4) Deposits to the Federal Reserve Bank of New York, by shipment, if all other methods are determined to be impractical to avoid loss through the exchange rates.

3. Miscellaneous Procedures Affecting Foreign Currency

a. Protection of Foreign Currency in Transit in Foreign Countries. Provide the same security as for U.S. currency; however, consideration of host country laws pertaining to carrying weapons must be taken into account. Contact the American Embassy or Legation for guidance on host country requirements.

b. Foreign Coin. Although acquiring foreign coin is discouraged, afloat DOs may find that some coin is required when paying local vendors in foreign currency. Crew members shall be advised that the DO is unable to repurchase foreign coins in their possession.

c. DD Form 2663 (Foreign Currency Control Record). This form is required to be maintained for each foreign currency used.

d. DD Form 2664 (Currency Exchange Record). This form is required when accommodation exchanges are made to crew members. In addition, afloat DOs shall ensure that any authorized individual requesting repurchase is not converting an amount greater than he or she last purchased as recorded on the DD Form 2664.

e. Quarterly Foreign Currency Reports. A series of quarterly reports are required at the end of each quarter (see sample report in Figure D-10). A negative report is not required.

E. Miscellaneous Disbursing Officer Accountability Procedures

Purpose. This section highlights the unique procedures in maintaining accountability relative to afloat DOs.

1. Appointment and Acceptance of a Deputy Position. Deputy DOs are appointed by the DO with a formal letter of appointment addressed to the individual. The letter shall state the specific duties authorized to be performed by the deputy. The letter shall be signed both by the DO and by the deputy who acknowledges that “I agree to hold myself accountable to the United States for all public funds received.” See Chapter 2 of this volume.

2. Common Daily Transactions. Figures D-11 through D-14 are provided to illustrate entries on the DD Form 2657 (Daily Statement of Accountability). These are the most common transactions that float DOs perform in connection with check cashing and ship’s store collections.

3. Safeguarding Funds and Related Documents. When DO, deputies, agents and cashiers aboard tactical units and Navy vessels have custody of government funds, each person shall be provided with a separate secure container which is assigned exclusively for his or her use. The combination of the safe or container shall be known only to the DO, deputy, agent or cashier and shall not be divulged orally or in writing to any other individual. See Chapter 3 of this volume.

4. Detailed Analysis of Cash and Other Assets

a. General. In order to provide the supporting DFAS location with an accurate picture of the status of the DO’s assets, all tactical units and Navy vessels shall prepare a Detailed Analysis of Cash and Other Assets in support of Section I, Parts B and C of the SF 1219 (Statement of Accountability). This information enables the individual assigned to examine the financial returns and the disbursing settlement clerk in determining if cash holdings are within authorized limits, whether deposits are being made on a timely basis, and whether aggressive action is being taken to clear non-cash items.

b. Heading. The page shall be headed by the name of the ship or shore activity to which the DO is assigned, followed by the title “Detailed Analysis of Cash and Other Assets.” Following the title shall be the name of the DO, DSSN, and the month and year of the corresponding SF 1219. If the period covered by the financial returns is other than a full month, the beginning and ending dates shall be cited.

c. Cash Authorized to be Held at Personal Risk. State the total amount of cash authorized to be held by the DO at personal risk, the title of the approving authority, and the date of the approval letter. This amount includes cash held by deputies, agents, and cashiers in the main disbursing office. Therefore, a breakdown of authorized levels by main office deputies and agents is not necessary.

d. Analysis of Incumbent Officer’s Accountability. Each group of cash and other asset items shall be identified by the applicable line number in Section I, Part B of the SF 1219. If the amount on any particular line is zero, then the line number may be omitted.

(1) Line 6.1. List the total U.S. dollar equivalent of cash on deposit in designated depositories. No further subdivision is required.

(2) Line 6.2. List the total amount of cash held as defined for line 6.2 of the SF 1219. If holdings are entirely in U.S. currency, no further breakdown is required. If foreign currency is included, then state the name and country of origin of each currency, the U.S. dollar equivalent for each currency, and the total U.S. dollar equivalent for all currency held. The sum of lines 6.1 and 6.2 shall not exceed amounts authorized to be held at personal risk. If multiple currencies are held and there is insufficient space to enter all required data on the Standard Form 1219 a subsidiary schedule should be prepared.

(3) Line 6.3. List the total dollar amount of undeposited collections and the total number of instruments on hand for each of the following categories: U.S. Treasury checks, personal checks, and all other negotiable instruments. For each of the latter two categories, state the date of the oldest instrument on hand.

(4) Line 6.4. Leave blank.

(5) Line 6.5. Cash held by accountable persons outside the main office shall be subdivided into three major categories and described as follows:

(a) Deputies, Agents and Cashiers at Branch Offices. List each accountable position number, the amount authorized to be held at personal risk, the title of the authorizing official, the date of the authorization, and the amount actually held as included on the SF 1219. The last figure should also be totaled. If the advance is in foreign currency, the name and country of origin and the U.S. dollar equivalent should be listed.

(b) Deputies, Agents and Cashiers under Other Commands. Specify the same information as required above for deputies, agents and cashiers at branch offices.

(c) Imprest Fund Cashiers, Agents and Others. List the title of the individual holding the advance and the date of the DD Form 1081 (Statement of Agent Officer's Account). Also provide a total of all advances in this category as well as a grand total of all cash held by government cashiers. For advances made in foreign currency, also list the name of the currency, the country of origin, and the U.S. dollar equivalent.

(6) Line 6.6. Leave blank.

(7) Line 6.7. List each individual item included on the SF 1219 as funds in transit. For an exchange-for-cash check, list the check number, the amount, date of mailing, and the organization to which the check was mailed. For all counterfeit or altered currency, list the denomination and the date the request for removal of the deficiency was forwarded.

(8) Line 6.8. List the total amount of funds held for regular payrolls by the DO and deputies, agents and cashiers located in the main disbursing office. A subdivision for each accountable officer or agent is not necessary. Identify any foreign currency by name of the currency, country of origin, and U.S. dollar equivalent. Also state the most distant payday for which the funds are being held. Shore based disbursing offices should specify whether the funds are being held for military or civilian payroll, and if both, separate amounts for each type of payroll should be listed.

(9) Line 6.9. Identify each other cash item, including a brief description of action being taken to effect clearance of the item.

(10) Line 7.1. List each deferred charge by type (e.g., travel advances, civilian payroll, military payroll) and by amount. If an entire payroll is deferred, list the payroll number rather than the individual payees.

(11) Line 7.2. List each check issue overdraft receivable by check number, date of check, payee, and amount. Briefly describe action being taken to effect clearance.

(12) Line 7.3. List each loss of funds by name and position of the accountable officer or agent and the amount. In addition, for cash deposits which have been determined to be lost in transit, include the deposit number and date presented or mailed. For all items listed, include the date the loss was reported and a brief description of action being taken to clear the deficit.

(13) Line 7.4. List each dishonored check by debtor's name, date and number of the applicable debit voucher, and amount. Also, list each deposit which was composed of only checks and money orders and determined to be lost in transit by deposit ticket number, date presented or mailed, and amount. Include a brief description of action being taken to clear the deficit for each item listed.

(14) Line 7.5. Since a subdivision of advance payments is contained in a separate report, no further subdivision is required.

(15) Line 7.9. Identify any other non-cash item, including a brief description of the action being taken to effect clearance of the item.

e. Analysis of Predecessor Officer's Accountability. DOs at shore-based activities performing settlement duties on the accounts of previous DOs of that activity shall report items included in Section I, Part C of the SF 1219. If no entries are made in Section I, Part C, this portion of the analysis may be omitted.

(1) Line 9.2. List each check issue overdraft receivable by name of accountable DO, check number, date of check, payee, and amount. Briefly describe action being taken to clear the deficit.

(2) Line 9.3. List each loss of funds by name of accountable DO, name and position of accountable agent if applicable, amount of loss, and date the loss was reported. If the loss was a cash deposit determined to be lost in transit, include the deposit number and date presented or mailed to the depository. Also, include a brief description of action being taken to clear the deficit.

(3) Line 9.4. List each dishonored check item by name, date and number of the applicable debit voucher, and amount. If the deficiency includes a deposit composed of only checks and money orders determined to be lost in transit, list the name of the accountable DO, deposit number, date presented or mailed to the depository, and the amount. Include a brief description of action being taken to clear the deficit for each item listed. See Figure D-15.

5. Appointing the Cash Verification Team. The appointment shall be made in writing and include at least two qualified personnel. For tactical units and Navy vessels, the senior member on the cash verification team should be the supply officer or a senior member of the Supply Department. See Chapter 3 of this volume.

6. Records of Balancing and Cash Verification. Appendix A of this volume requires each custodian of public funds to prepare a DD Form 2665 (Daily Agent Accountability Summary) and each DO to prepare a DD Form 2657 (Daily Statement of Accountability) for the close of business of that day and turn it over to the cash verification team. After proving all the entries for cash and other assets by the preceding verifications, the cash verification team shall stamp the DD Form 2657 with the statement shown in Appendix A of this volume. In addition, the following statement shall be inserted on each DD Form 2665:

“On (date) at (time) the undersigned verified by actual count cash in the amount of \$_____, and vouchers held as cash in the amount of \$_____, total \$_____, which is (or is not) in agreement with the DD Form 1081 held by the DO.”

A copy of the DD Forms 2665 and DD Form 2657 shall held as part of the retained disbursing records.

★F. Unannounced Disbursing Examinations

1. Purpose. This section states policy, under the Navy Administrative Examination Program, governing the performance of annual, on-site, unannounced disbursing examinations, to include military pay accounts at all Navy activities, afloat and ashore.

2. Administrative Examination

Administrative examination of the financial transactions of the Navy is required by law. In this regard, the General Accounting Office (GAO) has reemphasized the responsibilities of each agency for conducting examinations, independent of the accountable officers, to assure that:

a. Adequate administrative procedures are being followed for systematically examining disbursement and collection transactions. These procedures shall be followed in order to verify their legality, propriety, and correctness of transactions at the point in time when needed preventive or corrective action can be most effectively taken.

b. Reconciliation of accountable officers' accounts with agency accounting records prior to the time the accounts are made available to GAO audit.

3. On-Site Examinations

a. The on-site examination function performs a vital role within the administrative examination program. Under the on-site examination program, representatives of designated examining activities are required to perform Navy-wide, unannounced examinations of disbursing operations for ships and Navy shore activities which maintain Navy military pay accounts. Specifically, the disbursing examinations are designed to:

(1) Uncover errors of omission and commission within a minimum period after occurrence.

(2) Initiate corrective action with the least possible delay.

(3) Offer recommendations for strengthened controls to prevent reoccurrence.

(4) Determine whether financial returns were accurate and reflected the current status of the DO's accountability.

(5) Offer guidance and assistance to DOs in the proper interpretation and application of governing regulations.

b. Reports, issued as the result of the disbursing examinations, are a prime source of information to the Assistant Secretary of the Navy (Financial Management and Comptroller) on Navy-wide system performance and the adequacy of governing regulations. Such disbursing examinations shall be conducted in accordance with the guidelines provided in SECNAVINST 7520.3A (reference (bs)).

4. Examination Policy. Under the on-site examination program, unannounced examinations of disbursing operations shall be conducted in all ships and Navy activities maintaining Navy military pay accounts every 18 months. During the course of such examinations, all records (including service records, personal financial records, and logs and files containing evidential matter for sound evaluation of disbursing functions and performance) shall be made available to the examiners.

5. Responsibilities for Examinations. Responsibility for unannounced disbursing examination is assigned as follows:

a. The Assistant Secretary of the Navy (Financial Management and Comptroller) is responsible for administration of the Navy Administrative Examination Program, including the development and promulgation of technical procedural instructions for the guidance and compliance of on-site examination staffs, Navy-wide.

b. If ashore, examinations of disbursing operations of all ships and Navy activities maintaining Navy military pay accounts shall be conducted by on-site team representatives of examining activities and within PSA network/geographic regions of responsibility as follows:

<u>Military Pay and Personnel Field Examination Group</u>	<u>*PSA Network/Geographic Region of Responsibility</u>
Commander-in-Chief U.S. Atlantic Fleet, Norfolk	Jacksonville Great Lakes Norfolk Europe Middle East
Commander-in-Chief U.S. Pacific Fleet	Far East West

*Includes those Navy shore activities maintaining Navy military pay accounts that currently are not within the Pay/Personnel Administrative Support System (PASS) network.

c. Examinations Performed While Afloat. Examinations of disbursing operations of ships normally shall be conducted by the examining activity serving the geographical area in which the home port of the ship is located.

d. Scheduling of Disbursing Examination Visits. Operational data necessary to permit scheduling of visits in ships shall be made available to the examining activity, consistent with security requirements, by the cognizant type commanders. In order to maintain the surprise aspects of the disbursing examinations, however, commanding officers of the ships and shore activities to be visited shall not be notified in advance. Upon arrival at the ship or shore activity, a suitable letter of introduction shall be delivered to the commanding officer explaining the purpose of the unannounced visit.

e. Review of Unexamined Personal Financial Records (PFRs), Leave and Earning Statements (LESs) and Travel Vouchers. Sampling techniques are used in the examination of PFRs, LESs and travel vouchers. To ensure that remaining errors of the types detected during the disbursing examination are also corrected, disbursing office personnel shall

be required to review all PFRs, LESs and travel vouchers which were not included in the examination sample. The examination report and error notices shall serve to direct attention to the areas to be reviewed.

f. Training and Assistance. Wherever the need is identified as a result of the disbursing examination, the on-site examination representative shall provide adequate training or assistance, as needed, to ensure proper interpretation and application of governing regulations by responsible disbursing personnel office individuals involved.

G. Suspense Accounts

★ 1. General. Reports of the status of suspense accounts shall be made by DOs prior to the 15th calendar day of the month following the end of each quarter. Separate reports shall be made for Budget Clearing Account, 17F3875, and Suspense, Navy, 17X6500.1220. Each report shall identify the DSSN and the following:

- a. The balance in the suspense account at beginning of the quarter.
- b. The net amount of collections and transfers during the quarter with subtotals for each month of the quarter.
- c. The total disbursements during the quarter with subtotals for each month of the quarter.
- d. The balance in the suspense account at end of the quarter.

The ending balance shall be checked to ensure agreement with the balance of the control ledger and with the total of the appropriate documents or records. Any discrepancies shall be investigated and corrected prior to submission of the report, if practicable. If the correction requires a current transaction or if the investigation is not completed, the report shall be so annotated. The report shall be certified as follows:

“I certify that the balance reported herein is in agreement with records maintained.”

When necessary, and in the event local efforts have been unsuccessful, DOs shall request assistance from their respective support offices or commands on uncleared items remaining in a suspense account in excess of three months. Deposits on contracts may remain in a suspense account until completion of the contract.

★ 2. Budget Clearing Account, 17F3875, and Suspense, Navy, 17X6500.1220. All Navy DOs shall forward separate quarterly reports for suspense accounts 17F3875 and 17X6500.1220 to the supporting DFAS location. The balance reported by each disbursing office for each account shall be recorded by the DFAS location in a column to the right of the applicable balance on each of the summary reports prepared in accordance with current machine procedures. The amount of any difference between the two balances shall be entered in an

additional column to the right. A credit (CR) difference shall indicate that the DO's balance is less than the summarized balance. A notation shall be made on the summary report that differences shall be investigated and clearance action initiated. The DFAS location shall submit the original summary reports to the DFAS Cleveland on or before the 15th calendar day of the second month following the end of the quarter. Quarterly reports received from DOs shall be retained together with a copy of the summary reports and copies of correspondence initiated to eliminate differences between the records at the DFAS location and DO reports.

H. Navy Postal Funds

1. The Navy Postal Service. Regulations and instructions concerning operation of the Navy Postal Service, including procedures for custody and handling of postage stamp stock and funds, the conduct of postal money order service, and the audit and inspection of Navy and Marine Corps post offices are set forth in the current DoD 4525.6-M, Volume I (reference (bh)) and Chief of Naval Operations Instruction (OPNAVINST) 5112.6 (reference (bi)). In accordance with these references, money order auditing and custodial officers and postal effects custodial officers shall be designated in writing by commanding officers afloat. These duties may be assigned to the DO or his or her deputy unless personnel are attached who hold the postal rating (PC) and pay grade E-7 or above. The procedures in this section are provided to clarify the provisions of references (bh) and (bi), which take precedence over this information. It is recommended that each DO be given a copy of Chapters 5 and 7 of reference (bh) for guidance in the performance of these duties.

2. Money Order Service

Custody and Control. The money order custodial officer shall maintain custody of blank money order stock and comply with the instructions in reference (bh) and (bi) regarding custody, control and distribution of money order forms. Blank money order forms shall be stored in a three-number combination safe or equivalent secure storage to which the custodial officer has exclusive access. A DD Form 885 (Money Order Control Record) shall be maintained for all blank money order forms that are:

- a. received from the accountable postmaster or other source
- b. issued to the money order clerk
- c. unused by the money order clerk
- d. remaining as a balance on hand

Sufficient blank money order forms shall be issued to the money order clerk each day for the anticipated business requirements of that day. Unused blank money order forms shall be returned to the custodial officer by the money order clerk at the close of business each day along with the daily report of money order business. Due to extenuating circumstances, the commanding officer may authorize the money order clerk to hold blank money orders overnight

provided a secure storage area is available. The exchange of blank money order forms between custodial officers and money order clerks shall be recorded and signed for in the DD Form 885. The custodial officer and money order clerk(s) shall maintain separate DD Forms 885 for control and accountability purposes. See Figure D-16.

3. Money Order Funds. At the end of each day, money order clerks are required to turn over to the DO all funds derived from the sale of money orders that day. The funds shall be counted by the DO in the presence of the money order clerk. If the amount of the funds is \$100 or more, the DO shall issue an exchange-for-cash remittance check payable to the DO, U.S. Postal Service, for transmission with the daily report of money order business. If the amount of money order funds is less than \$100, the funds may be accepted by the DO as a safekeeping deposit until accumulation of \$100 or more and then converted to an exchange-for-cash check. If it is more convenient, however, then the exchange-for-cash check may be issued for remittance to the DO, U.S. Postal Service even though the amount of money order funds is less than \$100.

4. Audit of Money Order Accounts. An audit and verification of money order business is required to be conducted at the close of money order business each day. The audit shall be conducted by a commissioned or warrant officer or a senior petty officer (E-7 and above) designated by the commanding officer as the responsible auditing officer.

5. Postal Stamp Stock and Funds.

a. Duties. The requirements and procedures in references (bh) and (bi) shall be followed in the custody and handling of postage stamps and funds. The designated postal effects custodial officer shall maintain custody of that portion of the postage stamps and funds that are in excess of the amount authorized to be in the custody of the custodian of postal effects (COPE). The stamps and funds shall be received and handled as a safekeeping deposit from the COPE, except that the safekeeping deposit shall be identified as "postage stamp fund" rather than in the name of the COPE. Stamps shall be issued to the COPE in exchange for funds derived from the sale of stamps. The custodial officer shall maintain a duplicate of the PS Form 3295 (Daily Record of Stamps, Stamped Paper and Nonpostal Stamps on Hand). See Figure D-17.

b. Stamp Replenishment. When replenishment of stamps is required, postage stamp funds shall be converted to an exchange-for-cash remittance check payable to the accountable postmaster. Requisitions are prepared and submitted on a PS Form 17 (Stamp Requisition), which is prepared in quadruplicate. The original and a duplicate copy, together with the remittance check are forwarded by mail in accordance with the DoD 4525.6-M, Single Manager for Military Postal Service, Rule 3, Table 5-1 (reference (bh)) and an additional copy is forwarded in accordance with Table 5-1, Note 1 of reference (bh). A signed copy of the PS Form 17 is retained by the postal effects custodial officer with the postage stamp fund safekeeping deposit. Upon receipt and verification of the stamps requisitioned, the accompanying duplicate copy of PS Form 17 is returned to the COPE for the post office files and the copy retained by the postal effects custodial officer should be destroyed. The postage stamp

funds

must

not

be

commingled with any other safekeeping deposit or other funds, including money order funds. New safekeeping receipts are required to be issued only when there is a change in the amount of the fund or a change in either the accountable postal clerk or custodian.

6. Audit of Money Order Business

a. Frequency. At the close of money order business each day, the money order clerk is responsible for preparing the PS Form 6019 (Military Post Office (MPO) Report of Money Order Business) and submitting it to the designated officer for audit and verification. See Figure D-18. The commanding officer immediately shall be notified if a satisfactory accounting for money order funds and forms is not made by the money order clerk at the close of business each day.

b. Audit Procedures. Designated money order auditing officers shall ensure their audits are in compliance with the requirements and procedures regarding money order service set forth in the current editions of references (bh) and (bi). Follow the steps below to conduct the daily audit of money order business:

(1) Check the date and heading on the PS Form 6019 for accuracy of preparation.

(2) Verify that the serial number of the first money order used is the next succeeding serial number after the last money order used the preceding business day.

(3) Verify that the first serial number of the unused money order forms is the next succeeding serial number after the last one used that day.

(4) Ensure that all unused money order forms are accounted for and that they are returned to the custodial officer.

(5) Examine by numerical sequence the money order post office vouchers to ensure that all used and spoiled money orders are accounted for.

(6) Verify the “No. Used” and “No. Spoiled” entries in Section I, “Money Orders Issued.”

(7) Prepare an independent adding machine tape from the money order post office vouchers to prove the grand total money order amount and fee entered in Section I.

(8) Check the adding machine tape of money orders issued and fees prepared by the money order clerk for submission with the original report to ensure that it has been prepared correctly and signed by the money order clerk.

(9) Examine the paid money orders to verify correctness of serial numbers and amounts shown in Section II, "Paid Money Orders." Prepare an independent adding machine tape from the paid money orders to prove the total shown in Section II, "Total Paid Money Orders."

(10) Examine the reverse side of the paid money orders to confirm that each paid money order has been signed by the proper payee, purchaser, or endorsee and that the money order clerk has entered the date stamp and his or her initials below the endorsement.

(11) Verify the entries in Section II, "Checks" to ensure that U.S. Treasury checks (including the exchange-for-cash remittance check) are properly identified by serial number, symbol number, and amount. Prepare an independent adding machine tape from the checks to prove the total shown in Section II, "Total Checks."

(12) Verify that the totals in Section I and II are properly carried forward to the appropriate items of Section III, "Cash Summary."

(13) Verify Section III, Item 1, "Balance From Item 13 of Previous Report" with the auditing officer's retained copy of the previous report.

(14) Check entries in Section III, Items 6 and 12, "Debit Corrections" and "Credit Corrections" with the PS Form 1908, Financial Adjustment Memorandum.

(15) If an entry is shown in Section III, Item 13, "Balance Carried to Items of Next Report", confirm that the cash was verified by actual count and accepted by the DO as a safekeeping deposit of the amount shown.

(16) If an excess or a shortage of money order funds exists, verify that it is properly handled in accordance with references (bh) and (bi).

(17) Verify that when excess funds have been remitted, the remittance is reported by entry in Section III, Item 4, opposite the typed-in caption "Overage" or "Excess Funds."

(18) Prepare an independent adding machine tape to prove the "Total Debit" and the "Total Credit" (Items 7 and 14 of Section III), and compare them for agreement.

(19) Prepare one independent adding machine tape showing each section of the report. Verify the accuracy of the tape, then sign the tape and attach it to the auditing officer's retained copy of the report.

(20) When two or more money order clerks issue money orders on the day being reported, verify that the name of clerks who do not prepare the report are listed in the remarks section.

(21) Ensure that the original and all copies of the report have been signed by the money order clerk and stamped with the post office dating stamp.

(22) After completion of the audit and determination that the report is correct, sign the original and all copies of the PS Form 6019.

c. Disposition of PS Form 6019. The original PS Form 6019, accompanied by the paid money orders, remittance checks, spoiled money orders, post office vouchers for money orders issued with the money order clerk's adding machine tape, and additional supporting documents, when required, shall be returned to the money order clerk to be forwarded, via registered mail, to the Money Order Division, Postal Data Center, St. Louis, MO. One signed copy of PS Form 6019 shall be retained by the money order clerk and one signed copy shall be retained by the auditing officer with the signed adding machine tape prepared by the auditing officer. The auditing officer's file shall be maintained and accounted for in chronological order with each calendar day, including Saturdays, Sundays, and holidays. Money order records shall be retained in accordance with references (bh) and (bi).

d. No Business Reports. A PS Form 6019 "NO BUSINESS" report shall be combined with a business report, when appropriate, covering preceding days on which no business was conducted. An entry shall be made in the block "No Business was Conducted" to account for the entire period that no money order business was conducted.

I. Automated Teller Machine (ATM) at Sea Procedures

Purpose. The ATM at Sea pay delivery system is described in detail in Chapter 26 of this volume. The purpose of this section is to illustrate some of the procedures for maintaining accountability of funds in the ATM system.

1. ATM Appointment Letters. Various types of appointment letters are listed in Paragraph 110203. of this Volume.

2. Custody of Blank Unissued ATM Cards. See Figure D-19.

3. Automated Teller Machine. In addition to the ATM procedures prescribed in Chapter 26 of this volume, tactical units and Navy vessels shall accomplish the following:

a. Maintain a separate DD Form 2671 for any negative adjustments made to a member's ATM account.

b. For a negative adjustment to close a transferred member's account and refund the balance to the member, enter the check number in the column "WITHDRAWAL – CASH" of the DD Form 2671.

c. Attach a copy of the end-of-session Grand Total Terminal Balance report and a copy of all DD Forms 2671 to the retained copy of the voucher prepared for the ATM transaction.

J. Letters of Authority, Notices and Instructions

General. The following sample letters of authority, notices and instructions are available on the DFAS-CL bulletin board.

Letters of Authority, Notices and Instructions

1. Appointment of deputy DO
2. Advancement of cash for change
3. Authority for the procurement of foreign currency, cashing of checks and money orders, custodian of postal stamp stock and funds, and designation as money order auditing and custodial officer
4. Appointment of agent/ cashier and receipt
5. Appointment of paying agent
6. Authority to sign documents affecting pay and allowances (for agent/cashier)
7. Authority to sign documents affecting pay and allowances
8. Authority to hold cash at personal risk (DO)
9. Authority to hold cash at personal risk (deputy DO), first endorsement, and approval
10. Authority to hold cash at personal risk (agent/cashier), first endorsement, and approval
11. Deposits and withdrawals of safekeeping deposits
12. Authorization to approve special pay requests
13. Disbursing office operating procedures
14. Relief of DO
15. Appointment as senior member of the cash verification board

16. Quarterly verification of official funds in the custody of the DO
17. Appointment as member of the cash verification board
18. Letter of introduction
19. Disbursing office security
20. Notice of commencement of disbursing duty
21. Appointment as agent/cashier (assistant custodian) for ATMs
22. Appointment as customer service clerk for ATMs
23. Appointment as custodian of blank ATM cards
24. Transfer of NAVCOMPT Form 8/8a (Record and Receipt of Deposits and Withdrawals of Safekeeping Funds)
25. Transfer of blank U.S. Treasury checks
26. Transfer of blank U.S. Postal Money Orders
27. Internal procedures and controls for disbursing operations

K. Assembly and Transmittal of Financial Records

1. Detachment with Relief. Retained disbursing records shall be packaged in accordance with Chapter 21 of this volume and forwarded to the following DFAS locations.

a. DOs under the Commander in Chief, U.S. Atlantic Fleet:

DFAS Norfolk
Code IEBBA
9712 Virginia Avenue
Norfolk, VA 23511-3297

b. DOs under the Commander in Chief, U.S. Pacific Fleet:

DFAS San Diego
Code SDBRR
937 North Harbor Drive
San Diego, CA 92132-5111

2. Detachment Without Relief. When an afloat DO is detached without relief, or when a vessel or unit is decommissioned, the DO should contact the appropriate DFAS for guidance.

3. Assembly and Transmittal. Records shall not be shipped without a SF 135 (Records Transmittal and Receipt), National Stock Number (NSN) 7540-00-634-4093, and appropriate cartons (NSN 8115-00-117-8249 or 811-00-290-3379). See Figure D-21.

4. Disbursing Office Files and Miscellaneous Information

a. Daily. Files shall contain the following and shall be held in the DO's safe:

Original: DD Form 2657 (Daily Statement of Accountability)
DD Form 2665 (Daily Agent Accountability Summary)
DD Form 1081 (Statement of Agent Officer's Account)

Copies: Attachments (with supporting documents)
Public Vouchers
Collection Vouchers
Other

Documents shall be maintained in date of payment order.

b. Monthly. Retained files shall contain the following documents:

Original: DD Form 2657 (Daily Statement of Accountability)
DD Form 2665 (Daily Agent Accountability Summary)
DD Form 1081 (Statement of Agent Officer's Account)

Copies: Attachments (with supporting documents)
Public Vouchers
Collection Vouchers
Other

Documents shall be maintained in a separate folder by month in date of payment order.

c. Vouchering. DOs shall annotate the payment voucher or collection voucher number on the face of each DD Form 2657.

d. Special Distribution of Vouchers. One copy of each paid voucher (with supporting travel orders, endorsements and worksheets) which contain the appropriations and subheads shown in table D-1 shall be forwarded to:

Bureau of Naval Personnel
Permanent Change of Station
Variance Component
1240 East 9th Street
Cleveland, Ohio 44199-2088.

Appropriation Symbol	Subhead	Authorized Accounting Activity	Purpose
17*1804	22MB	000179	Permanent Change of Station (TEMDUINS 20 weeks or less)
17*1804	22TD	000179	Consecutive Overseas Tour

Table D-1. Special Distribution of Vouchers (PCS Travel)

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO. CV 1234		
		RECEIVING OFFICE COLLECTION VOUCHER NO.		
R E C O L L E C T I O N S	ACTIVITY (Name and location) (Include ZIP Code)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)			DATE
D I S B U R S I N G	ACTIVITY (Name and location) (Include ZIP Code)			
	USS JOHNSTON (CG 5) FPO AE 09501			
	DISBURSING OFFICER (Printed name, title and signature)	DISBURSING STATION SYMBOL NO.	DATE RECEIVED SUBJECT TO COLLECTION	
	J.A. HANCOCK, LTJG, SC, USN	7834	8 JUNE 20XX	
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
6/8	W.A. CAPP, MMC, USN 123-45-6789	DEPOSIT TO OFFSET CHECKAGE ON MPA DUE TO OVERPAYMENT OF LSL	494.79	1741453.2202 011 12600 0 000022 2D 000000 000000071130
TOTAL			494.79	

DD Form 1131, APR 57
126/153

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.
24 January 1958

Figure D-1. DD Form 1131 (Cash Collection Voucher) (Refund)

Standard Form 1080 Revised JUNE 1979 Department of the Treasury 1 TFM 2-2500		USE DOV# ON ORIGINAL AND COV# ON COPY VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS		VOUCHER NO. (DOV#) DOV#1110	
Department, establishment, bureau, or office receiving funds MARINE CORPS BASE CAMP LEJEUNE NORTH CAROLINA 28542		BILL NO.		SCHEDULE NO. (COV#) COV#2220	
				PAID BY XXXXX XXXXXXXXXX 01 AUG 20XX XXXX	
Department, establishment, bureau, or office charged <input type="checkbox"/> NAVY REGIONAL MEDICAL CENTER (68093) CAMP LEJEUNE, NC 28542					

ORDER NO.	DATE OF DELIVERY	ARTICLES OR SERVICES	QUAN-TITY	UNIT PRICE		AMOUNT
				COST	PER	
		WEEKLY INSPECTION OF TELEPHONE SYSTEM				9.88
		TELEPHONE OPERATOR SERVICE				644.29
				TOTAL		654.17

Remittance in payment hereof should be sent to -

<i>ACCOUNTING CLASSIFICATION - Office Receiving Funds</i>	
1701106.2720 003 67001 0 067001 3C 000000 4HCAN0342091	9.88
1701106.2720 003 67001 0 067001 3C 000000 4HCBN0332091	644.29

CERTIFICATE OF OFFICE CHARGED

I certify that the above articles were received and accepted or the services performed as stated and should be charged to the appropriation(s) and/or fund(s) as indicated below; or that the advance payment requested is approved and should be paid as indicated.

01 AUG 20XX _____ (Date)	I.R. SMITH, LCDR, MSC, USN _____ (Authorized administrative or certifying officer)
	CHIEF FISCAL & SUPPLY SERVICE _____ (Title)

<i>ACCOUNTING CLASSIFICATION - Office Charged</i>	
AA1701804.1880 000 68093 0 068093 2D 000000 00Q230060000	644.29
AB1701804.1800 000 68093 0 068093 2D 000000 00Q230800000	9.88

Paid by Check No. **NO CHECK**

Figure D-2. Standard Form 1080 (Voucher for Transfers Between Appropriations and/or Funds) (Sample Entries)

RATION AND SALES REPORT										NAVSUP REPORT : 7330-47																											
NAVSUP FORM 1357 (5PT) (REV. 12-97)																																					
ACTIVITY (Name and mailing address) USS NEVERSAIL FPO AP XXXXX-XXXX								PERIOD 01 SEP XX THRU 30 SEP XX				FACILITY OPERATED (No. of days) 27		UIC 12345																							
RECEIPTS 1/ WITH CHANGE		AMOUNT (Nearest dollar) 28,513		CASH STATEMENT																																	
RATION BREAKDOWN				1. Undeposited sales beginning of month/patrol cycle (Line 5 previous month brought forward) \$ <u>4,585</u>																																	
				2. Breakdown on sales*																																	
Type of Personnel and Code		Rations Fed		a. Sale of enlisted dining facility meals (Excluding surcharges) \$ <u>740</u>																																	
Navy Regular 1/		1		5589		b. Sale of special meals (NAVSUP FORM 1340) \$ <u>0</u>																															
Other						c. Sale of bulk food items <u>2,775</u>																															
Rations sold for cash		2		159		d. Total sales (Sum of a, b, and c) \$ <u>3515</u>																															
Other Reserves		3				e. Surcharges on enlisted dining facility meals <u>0</u>																															
ROTC W/		4				f. TOTAL (sum of d and e) \$ <u>3,515</u>																															
NAVY Midshipman 2/ (Naval Academy)		5				3. Cash deposited with disbursing officer <u>7,000</u>																															
Regular		6				4. Other sales of meals (Collection on STD Form 1080, DD Forms 114 & 1131) <u>0</u>																															
MAR. CORP Reserve		7				5. Undeposited sales end of month/patrol cycle (1+2f-3-4) <u>1,099</u>																															
ARMY Regular		8				NOTE: ALL THE ABOVE VALUES ROUNDED TO NEAREST DOLLAR										DSSN assigned by disbursing office																					
Reserve		9				CERTIFICATION: I certify I have received cash in the amount of 7000.27 representing deposits described above, which shall be included in my statement of accountability for 1-30 Sep XX.				Disbursing Officer (Typed name) JOHN DOE, LTJG, SC, USN				Date 30 SEP XX		DO Symbol 5678																					
AIR Regular		11				Signature (Disbursing Officer sign here after reviewing)														Col'n vou no. 1555																	
FORCE National Guard 2/		10				COUNTRY CODE:														ACCOUNTING CLASSIFICATION																	
Coast Guard 2/		12				Insert last digit of current FY		Appropriation		Sub-head		Obj. Class		Bureau Cont. No.		Sub-AlLOT		Auth'n Acc't Act'y		Trans Type		Prop. Acc't Act'y		Cost Code (Sellers UIC, fund/acct. no.)		Amount											
Foreign 2/		13				Sales		17*1804		22TF		007		The total of amounts entered on these lines must agree with the DD Form 2657-----➔										7000.27													
2/		14				Sur-charges MPN		17*1453		2202																											
TOTAL OTHER PERSONNEL 1/ (Codes 2 through 14)		15		159		Sur-charges O&MN		17*1804																													
GRAND TOTAL 1/ (Codes 1 and 15)		16		5748		1/Total entries on this form for three months of quarter must agree with NAVSUP Form 1358 for same period.														Food Service Officer (Signature) JESSE BROWN, ENS, SC, USN						Date 05 OCT XX											
				2/ Prepare certification in accordance with Food Service Management, NAVSUP Publication 488, chpater 2, Volume 1.																																	
S/N 0180-N-501-2572																																					

Figure D-3. Sample NAVSUP Form 1357 Showing Entries Disbursing Must Verify

Standard Form 1034 Revised January 1980 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				Voucher No. 1333			
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION UIC SHIP'S NAME AND HULL NO. FPO ADDRESS				DATE VOUCHER PREPARED ENTER DATE		SCHEDULE NO.			
				CONTRACT NUMBER AND DATE		PAID BY XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX			
				REQUISITION NUMBER AND DATE					
PAYEE'S NAME AND ADDRESS		MORALE, WELFARE AND RECREATION FUND SHIP'S NAME AND HULL NO. FPO ADDRESS							
						DATE INVOICE RECEIVED			
						DISCOUNT TERMS			
						PAYEE'S ACCOUNT NO.			
SHIPPED FROM			TO		WEIGHT		GOVERNMENT B/L NO.		
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary).		QUANTITY		UNIT PRICE COST PER	
				DISBURSEMENT OF SHIP'S STORE PROFITS TO MORALE, WELFARE AND RECREATION FUND				6,500.00	
The expenditure authorized here is considered necessary (or desirable) for the recreation and amusement of the personnel under my command.									
J.W. ADAMS, CDR, USN, Commanding Officer									
(Use cont. sheet if necessary)				(Payee must NOT use the space below)				TOTAL	
								6,500.00	
PAYMENT		APPROVED FOR		EXCHANGE RATE =\$1.00		DIFFERENCES			
PROVISIONAL									
<input checked="" type="checkbox"/> COMPLETE		BY ²		J. O'LEARY, ENS, SC, USN (ENTER DATE)					
<input type="checkbox"/> PARTIAL									
<input type="checkbox"/> FINAL						Amount verified correct for			
<input type="checkbox"/> PROGRESS		TITLE		SHIP'S STORE OFFICER		(Signature or initials)			
<input type="checkbox"/> ADVANCE									
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.									
(ENTER DATE)		J. O'LEARY, ENS SC, USNR				DISBURSING OFFICER			
(Date)		(Authorized Certifying Officer)				(Title)			
ACCOUNTING CLASSIFICATION									
17X8723.2301 000 10001 0 000023 21 (SHIP UIC) 00(UIC)75401 6,500.00									
PAID BY		CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)	
		CASH		DATE		PAYEE ³			
¹ When used in foreign currency, insert name of foreign currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided over his/her official title. ³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he/she signs must appear. For example: John Doe Company, per John Smith, "Secretary or Treasurer", as the case may be.								PER	
								TITLE	

Figure D-4. Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) (Disbursement of Ship's Store Profits to Recreation Fund)

RATIONS COMMUTED TO THE PRIVATE MESS USS SPEARHEAD (DDG 10)			
<u>TYPE</u>	<u>FAN</u>		
USNA Midshipmen	71412		
NROTC College Program Students	71782		
NROTC Scholarship Students	71722		
PERIOD: From: To:			
	01 Aug XX	31 Aug XX	
MESS MEMBERS AND GUEST MEALS			784
ENLISTED PERSONNEL MEALS			+ 170
TOTAL MEALS SERVED			954
PERCENTAGE OF MEALS EATEN BY ENLISTED PERSONNEL	0.178		
(Obtained by dividing # enlisted personnel meals by total meals served)			
BEGINNING INVENTORY		\$	50.00
PROVISIONS PURCHASED			1752.00
TOTAL			1,802.00
(MINUS) ENDING INVENTORY			40.00
VALUE OF RATIONS CONSUMED			1,762.00
(MULTIPLIED BY) PERCENTAGE OF MEALS EATEN BY ENLISTED PERSONNEL	0.178		
VALUE OF PROVISIONS EATEN BY ENLISTED PERSONNEL		(1) \$	313.64
VALUE OF COMMUTED RATIONS (4 ENL MBRS X 31 DAYS X \$3.21)		(2) \$	398.04
THE LESSER AMOUNT OF (1) OR (2) WILL BE PAID TO THE MESS TREASURER BY THE DISBURSING OFFICER			

**Figure D-5. Sample Computation of Payment of Commuted Rations
for Enlisted Personnel Assigned to Private Messes Afloat**

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO. CV 1237		
		RECEIVING OFFICE COLLECTION VOUCHER NO.		
R E C E I V I N G	ACTIVITY (Name and location) (Include ZIP Code)			
	RECEIVED AND FORWARDED BY (Printed name, title and signature)		DATE	
D I S B U R I N G	ACTIVITY (Name and location) (Include ZIP Code)			
	USS SPEARHEAD (DDG 10) FPO AE 96311-2271			
	DISBURSING OFFICER (Printed name, title and signature) D.R. ADAMSON, ENS, SC, USN		DISBURSING STATION SYMBOL NO. 5330	DATE RECEIVED SUBJECT TO COLLECTION 10 AUG 20XX
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
8/10		GAIN DUE TO REVALUATION OF FOREIGN CURRENCY (I. LIRE). SEE ATTACHED REVALUATION CERTIFICATE	10.00	17*6763.0000 000 10001 0 000012 3C 000000 00(UIC)98004
TOTAL			10.00	
DD Form 1131, APR 57 126/153				

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

Form approved by Comptroller General, U.S.
24 January 1958

**Figure D-6. DD Form 1131 (Cash Collection Voucher)
(Gain Due to Revaluation of Foreign Currency)**

Standard Form 1034 Revised January 1980 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			Voucher No. 1234	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT OF THE NAVY			DATE VOUCHER PREPARED 21 AUG 20XX		SCHEDULE NO.	
			CONTRACT NUMBER AND DATE		PAID BY XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	
			REQUISITION NUMBER AND DATE			
PAYEE'S NAME AND ADDRESS	DISBURSING OFFICER USS SPEARHEAD (DD 901) FPO AE 09501					
					DATE INVOICE RECEIVED	
					DISCOUNT TERMS	
					PAYEE'S ACCOUNT NO.	
SHIPPED FROM		TO		WEIGHT	GOVERNMENT B/L NO.	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary). Loss due to revaluation of foreign currency (I. Lira). See Attached revaluation certificate		QUAN TITY	UNIT PRICE	AMOUNT ¹
					COST	PER
						10.00
(Use cont. sheet if necessary) (Payee must NOT use the space below) TOTAL						10.00
PAYMENT <input type="checkbox"/> PROVISIONAL <input checked="" type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR		EXCHANGE RATE =\$1.00	DIFFERENCES		
	BY ²					
	TITLE		(Signature or initials)			
			Amount verified correct for			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
21 AUG 20XX		R. ADAMSON, LTJG, SC, USN			DISBURSING OFFICER	
(Date)		(Authorized Certifying Officer)			(Title)	
ACCOUNTING CLASSIFICATION						
17*6763.0000 000 10001 0 000012 21 000000 00(UIC)98004						10.00
PAID BY	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)	
	CASH \$	DATE		PAYEE ³		
¹ When used in foreign currency, insert name of foreign currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided over his/her official title. ³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he/she signs must appear. For example: John Doe Company, per John Smith, "Secretary or Treasurer", as the case may be.					PER	
					TITLE	

Figure D-7. Standard Form 1034 (Public Voucher for Purchases and Services Other than Personal) (Entry for Loss Due to Revaluation of Foreign Currency)

DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN	2. DATE	
			5330	01 MAY 20XX	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY					
a. LINE NO	b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day		50,000.00	50,000.00	
2.1A	I	CHECKS ISSUED IN PAYMENT OF VOUCHERS			
2.1B	N	CHECKS ISSUED - ALL OTHERS			
2.3	C	OTHER TRANSACTIONS (Do not report on SF 1219)			
2.34	R	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	E	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	A	TRANSFERS FROM OTHER DOs			
2.8	S	OPAC PAYMENTS AND COLLECTIONS			
2.9	E	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00	
3.0	GROSS ACCOUNTABILITY		50,000.00	50,000.00	
4.1A		Gross Disbursements			
4.1B		Less - Refunds			
4.1C		Net Disbursements	0.00	0.00	
4.1D		Less - Receipts			
4.1E		Less - Reimbursements			
4.1F	D	NET EXPENDITURES	0.00	0.00	
4.2A	E	DEPOSITS PRESENTED OR MAILED TO BANK			
4.2B	C	EFT DEBIT VOUCHERS			
4.3	R	OTHER TRANSACTIONS (Do not report on SF 1219) REVALUATION LOSS	10.00	10.00	
4.34	E	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	A	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S	TRANSFERS TO OTHER DOs			
4.9	E	TOTAL ACCOUNTABILITY DECREASES	10.00	10.00	
5.0	ACCOUNTABILITY - End of Day		49,990.00	49,990.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY				
6.2A	U.S. CURRENCY/COINAGE ON HAND				40,000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND			10.00	9,990.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL				
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND				
6.4	CUSTODY OR CONTINGENCY CASH				
6.5	FUNDS WITH AGENTS				
6.6	ADVANCES TO CONTRACTORS				
6.7	CASH IN TRANSIT				
6.8	PAYROLL CASH				
6.9	OTHER				
7.1	DEFERRED VOUCHERS				
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
7.2B	ACCOUNTS RECEIVABLE - OTHER				
7.3	LOSS OF FUNDS				
7.4	DISHONORED CHECKS RECEIVABLE				
7.5					
7.6					
7.7					
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY		0.00	10.00	49,990.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
9.2B	ACCOUNTS RECEIVABLE - OTHER				
9.3	LOSS OF FUNDS				
9.4	OTHER				
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY		0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY		0.00	10.00	49,990.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE (Type or Print)			4. DISBURSING OFFICER OR DEPUTY		5. DATE
J.A. HANCOCK, LTJG, SC, USN					01 MAY 20XX

DD Form 2657, AUG 93

**Figure D-8. DD Form 2657 (Daily Statement of Accountability)
(Accumulating Losses of Foreign Currency Before End of Month Vouchering)**

DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN	2. DATE	
			5330	31 MAY 20XX	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY					
a. LINE NO	b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day		60,000.00	60,000.00	
2.1A	I	CHECKS ISSUED IN PAYMENT OF VOUCHERS			
2.1B	N	CHECKS ISSUED - ALL OTHERS			
2.3	C	OTHER TRANSACTIONS (Do not report on SF 1219)			
2.34	R	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	E	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	A	TRANSFERS FROM OTHER DOs			
2.8	S	OPAC PAYMENTS AND COLLECTIONS			
2.9	E	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00	
3.0	GROSS ACCOUNTABILITY		60,000.00	60,000.00	
4.1A		Gross Disbursements VOUCHERED LOSS FROM LINE 4.3	10.00	10.00	
4.1B		Less - Refunds VOUCHERED GAIN	10.00	10.00	
4.1C		Net Disbursements	0.00	0.00	
4.1D		Less - Receipts			
4.1E		Less - Reimbursements			
4.1F	D	NET EXPENDITURES	0.00	0.00	
4.2A	E	DEPOSITS PRESENTED OR MAILED TO BANK			
4.2B	C	EFT DEBIT VOUCHERS			
4.3	R	OTHER TRANSACTIONS (Do not report on SF 1219) LOSS VOUCHERED ON 4.1A	(10.00)	(10.00)	
4.34	E	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	A	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S	TRANSFERS TO OTHER DOs			
4.9	E	TOTAL ACCOUNTABILITY DECREASES	(10.00)	(10.00)	
5.0	ACCOUNTABILITY - End of Day		60,010.00	60,010.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY				
6.2A	U.S. CURRENCY/COINAGE ON HAND				50,000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND		10.00		10,000.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL				
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND				
6.4	CUSTODY OR CONTINGENCY CASH				
6.5	FUNDS WITH AGENTS				
6.6	ADVANCES TO CONTRACTORS				
6.7	CASH IN TRANSIT				
6.8	PAYROLL CASH				
6.9	OTHER				
7.1	DEFERRED VOUCHERS				
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
7.2B	ACCOUNTS RECEIVABLE - OTHER				
7.3	LOSS OF FUNDS				
7.4	DISHONORED CHECKS RECEIVABLE				
7.5					
7.6					
7.7					
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY		10.00	0.00	60,000.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR Dos					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
9.2B	ACCOUNTS RECEIVABLE - OTHER				
9.3	LOSS OF FUNDS				
9.4	OTHER				
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY		0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY		10.00	0.00	60,000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE (Type or Print)			4. DISBURSING OFFICER OR DEPUTY		5. DATE
J.A. HANCOCK, LTJG, SC, USN					31 MAY 20XX
DD Form 2657, AUG 93					

**Figure D-9. DD Form 2657 (Daily Statement of Accountability)
(Vouchering Gains and Losses of Foreign Currency At End of Month)**

<u>QUARTERLY FOREIGN CURRENCY REPORT</u>		
To: DFAS Norfolk Code IEBBA 9712 Virginia Ave. Norfolk, VA 23511-3297	From: Disbursing Officer USS XXXXXXXXXXXX (XX XXX) FPO AE XXXXX-XXXX	
Period Covered: <u>01 APR 20XX</u> thru <u>30 JUN 20XX</u> DSSN: <u>1234</u>		
I. Cumulative Report of Foreign Currency Purchased with U.S. Dollars from sources outside U.S. Government.		
	Current Quarter	Cumulative (Fiscal Year)
Country of Currency:	_____	_____
Monetary Unit:	_____	_____
Number of Units Purchased:	_____	_____
Total Dollar Outlay:	_____	_____
Memorandum-Dollary Outlay for Accomodation Exchanges:	_____	_____
II. Report of the Balance of Foreign Currency Held Under Dollar Accountability.		
Country of Currency:	_____	
Monetary Unit:	_____	
Number of Units:	_____	
Dollar Equivalent:	_____	
Rate of Exchange:	_____	
III. Report of Foreign Exchange Received by DO's and Credited Immediately to Miscellaneous Receipts Accounts of the Treasury.		
Country of Currency:	_____	
Monetary Unit:	_____	
Number of Units:	_____	
Dollar Equivalent:	_____	
Rate of Exchange:	_____	
Certified by: _____ _____ (Disbursing Officer/Rank)		

Figure D-10. Format for Foreign Currency Report

DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN	2. DATE	
			5330	01 APR 20XX	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY					
a. LINE NO	b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day		50,000.00	50,000.00	
2.1A	I	CHECKS ISSUED IN PAYMENT OF VOUCHERS			
2.1B	N	CHECKS ISSUED - ALL OTHERS			
2.3	C	OTHER TRANSACTIONS (Do not report on SF 1219)			
2.34	R	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	E	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	A	TRANSFERS FROM OTHER DOs			
2.8	S	OPAC PAYMENTS AND COLLECTIONS			
2.9	E	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00	
3.0	GROSS ACCOUNTABILITY		50,000.00	50,000.00	
4.1A		Gross Disbursements			
4.1B		Less - Refunds			
4.1C		Net Disbursements	0.00	0.00	
4.1D		Less - Receipts			
4.1E		Less - Reimbursements			
4.1F	D	NET EXPENDITURES	0.00	0.00	
4.2A	E	DEPOSITS PRESENTED OR MAILED TO BANK DEPOSIT 425.00 DEBIT VOUCHER 100.00	325.00	325.00	
4.2B	C	EFT DEBIT VOUCHERS			
4.3	R	OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	E	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	A	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S	TRANSFERS TO OTHER DOs			
4.9	E	TOTAL ACCOUNTABILITY DECREASES	325.00	325.00	
5.0	ACCOUNTABILITY - End of Day		49,675.00	49,675.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY				
6.2A	U.S. CURRENCY/COINAGE ON HAND				49,150.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND				
6.3A	UNDEPOSITED COLLECTIONS - GENERAL				
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND 425.00 CKS		425.00		425.00
6.4	CUSTODY OR CONTINGENCY CASH				
6.5	FUNDS WITH AGENTS				
6.6	ADVANCES TO CONTRACTORS				
6.7	CASH IN TRANSIT				
6.8	PAYROLL CASH				
6.9	OTHER				
7.1	DEFERRED VOUCHERS				
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
7.2B	ACCOUNTS RECEIVABLE - OTHER				
7.3	LOSS OF FUNDS				
7.4	DISHONORED CHECKS RECEIVABLE CHECKS ON DEBIT VOUCHER		100.00		100.00
7.5					
7.6					
7.7					
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY		100.00	425.00	49,675.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
9.2B	ACCOUNTS RECEIVABLE - OTHER				
9.3	LOSS OF FUNDS				
9.4	OTHER				
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY		0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY		100.00	425.00	49,675.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE (Type or Print)			4. DISBURSING OFFICER OR DEPUTY		5. DATE
J.A. HANCOCK, LTJG, SC, USN					30 APR 20XX

DD Form 2657, AUG 93

**Figure D-11. DD Form 2657 (Daily Statement of Accountability)
(Entries Posting a Deposit Ticket and a Debit Voucher for Returned Checks)**

DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN 5330	2. DATE 10 MAY 20XX	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY					
a. LINE NO	b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day		50,000.00	50,000.00	
2.1A	I	CHECKS ISSUED IN PAYMENT OF VOUCHERS			
2.1B	N	CHECKS ISSUED - ALL OTHERS			
2.3	C	OTHER TRANSACTIONS (Do not report on SF 1219) SHIPS STORE COLLECTION	375.00	375.00	
2.34	R	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	E	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	A	TRANSFERS FROM OTHER DOs			
2.8	S	OPAC PAYMENTS AND COLLECTIONS			
2.9	E	TOTAL ACCOUNTABILITY INCREASES	375.00	375.00	
3.0	GROSS ACCOUNTABILITY		50,375.00	50,375.00	
4.1A	Gross Disbursements				
4.1B	Less - Refunds				
4.1C	Net Disbursements		0.00	0.00	
4.1D	Less - Receipts				
4.1E	Less - Reimbursements				
4.1F	D	NET EXPENDITURES	0.00	0.00	
4.2A	E	DEPOSITS PRESENTED OR MAILED TO BANK			
4.2B	C	EFT DEBIT VOUCHERS			
4.3	R	OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	E	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	A	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S	TRANSFERS TO OTHER DOs			
4.9	E	TOTAL ACCOUNTABILITY DECREASES	0.00	0.00	
5.0	ACCOUNTABILITY - End of Day		50,375.00	50,375.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY				
6.2A	U.S. CURRENCY/COINAGE ON HAND		300.00		50,300.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND				
6.3A	UNDEPOSITED COLLECTIONS - GENERAL				
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND		75.00		75.00
6.4	CUSTODY	INCREASE CASH (LINE 6.2A) OR UNDEPOSITED INSTRUMENTS (LINE 6.3B) OR BOTH AS APPROPRIATE BASED ON THE ACTUAL FORM OF FUNDS COLLECTED.			
6.5	FUNDS WITH				
6.6	ADVANCES				
6.7	CASH IN				
6.8	PAYROLL				
6.9	OTHER				
7.1	DEFERRED VOUCHERS				
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
7.2B	ACCOUNTS RECEIVABLE - OTHER				
7.3	LOSS OF FUNDS				
7.4	DISHONORED CHECKS RECEIVABLE				
7.5					
7.6					
7.7					
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY		375.00	0.00	50,375.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
9.2B	ACCOUNTS RECEIVABLE - OTHER				
9.3	LOSS OF FUNDS				
9.4	OTHER				
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY		0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY		375.00	0.00	50,375.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE (Type or Print)			4. DISBURSING OFFICER OR DEPUTY		5. DATE
J.A. HANCOCK, LTJG, SC, USN					10 MAY 20XX
DD Form 2657, AUG 93					

**Figure D-12. DD Form 2657 (Daily Statement of Accountability)
(Accumulation of Vending Machine Collections Until End of Month Vouchering)**

DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN	2. DATE	
			5330	31 MAY 20XX	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY					
a. LINE NO	b. DESCRIPTION		c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day		50,000.00	50,000.00	
2.1A	I	CHECKS ISSUED IN PAYMENT OF VOUCHERS			
2.1B	N	CHECKS ISSUED - ALL OTHERS			
2.3	C	OTHER TRANSACTIONS (Do not report on SF 1219) VOUCHERED ON LINE 4.1E	(3,256.03)	(3,256.03)	
2.34	R	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	E	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	A	TRANSFERS FROM OTHER DOs			
2.8	S	OPAC PAYMENTS AND COLLECTIONS			
2.9	E	TOTAL ACCOUNTABILITY INCREASES	(3,256.03)	(3,256.03)	
3.0	GROSS ACCOUNTABILITY		46,743.97	46,743.97	
4.1A	Gross Disbursements				
4.1B	Less - Refunds				
4.1C	Net Disbursements		0.00	0.00	
4.1D	Less - Receipts				
4.1E	Less - Reimbursements COLLECTIONS FROM LINE 2.3		3,256.03	3,256.03	
4.1F	D	NET EXPENDITURES	(3,256.03)	(3,256.03)	
4.2A	E	DEPOSITS PRESENTED OR MAILED TO BANK			
4.2B	C	EFT DEBIT VOUCHERS			
4.3	R	OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	E	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	A	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S	TRANSFERS TO OTHER DOs			
4.9	E	TOTAL ACCOUNTABILITY DECREASES	(3,256.03)	(3,256.03)	
5.0	ACCOUNTABILITY - End of Day		50,000.00	50,000.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY				
6.2A	U.S. CURRENCY/COINAGE ON HAND				50,000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND				
6.3A	UNDEPOSITED COLLECTIONS - GENERAL				
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND				
6.4	CUSTODY OR CONTINGENCY CASH				
	FUNDS WITH AGENTS				
6.6	ADVANCES TO CONTRACTORS				
6.7	CASH IN TRANSIT				
6.8	PAYROLL CASH				
6.9	OTHER				
7.1	DEFERRED VOUCHERS				
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
7.2B	ACCOUNTS RECEIVABLE - OTHER				
7.3	LOSS OF FUNDS				
7.4	DISHONORED CHECKS RECEIVABLE				
7.5					
7.6					
7.7					
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY		0.00	0.00	50,000.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS				
9.2B	ACCOUNTS RECEIVABLE - OTHER				
9.3	LOSS OF FUNDS				
9.4	OTHER				
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY		0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED					
a. LINE NO	b. DESCRIPTION		c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY		0.00	0.00	50,000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE (Type or Print) J.A. HANCOCK, LTJG, SC, USN			4. DISBURSING OFFICER OR DEPUTY		5. DATE 31 MAY 20XX
DD Form 2657, AUG 93					

**Figure D-13. DD Form 2657 (Daily Statement of Accountability)
(Vouchering of Ship's Store Collections at End of Month)**

Optional Form 1017-G (9-79) Title 7, GAO Manual 501017-810			
<div>JOURNAL VOUCHER<div><div>J.V. No. 3</div><div>Date 5 Dec 20XX</div></div></div>			
REFERENCE	EXPLANATION	DEBIT	CREDIT
12/5	Cash Collection from EDF SH2 McDonald		200.00
	Cash Received BMSN Jacob - Redeem dishonored check	50.00	50.00
	Total	50.00	50.00
Prepared by J.A. HANCOCK, LTJG, SC, USN (Signature)		Approved by (Signature)	
DISBURSING OFFICER (Title)		(Title)	

Figure D-14. OF 1017-G (Journal Voucher)

DETAILED ANALYSIS OF CASH AND OTHER ASSETS						
U.S. Naval Station, Naples, Italy						
O.E. Leature, LT, SC, USN, DSSN 8754 August 20XX						
Cash authorized to be held at personal risk:						
\$65,000.00 Approved by CO USNAVSTA Naples, Italy, 1 July 20XX						
6.1	24,000.00					
6.2	U.S. Dollars	18,000.00				
	Italian Lires	2,000.00				
	British Pounds	900.00				
	Japanese Yen	400.00				
	TOTAL	21,300.00				
6.3	239 U.S. Treasury checks	63,000.00				
	60 Personal checks	5,000.00	(08/27/XX)			
	4 other negotiable instruments	300.00	(06/13/XX)			
	TOTAL	68,300.00				
6.4	CD 738659 08/30/XX	9,000.00				
	CD 738565 06/04/XX	150.00				
	(Argentine pecos)					
	TOTAL	9,150.00				
6.5	Deputies and agent cashiers at branch offices.					
	68150	03002	5000.00	CONAVSTA	07/01/XX	4,000.00
	68150	03002	1,000.00	CONAVSTA	07/01/XX	0.00
	68597	03001	3,500.00	CONAVSTA	07/01/XX	3,500.00
	64483	03001	8,000.00	CONAVSTA	01/14/XX	6,200.00
				TOTAL		13,700.00
	Deputies and agent cashiers under other commands.					
	55642	02001	11,000.00	NISRA	10/17/XX	10,000.00
	63636	02001	5,000.00	CDR SHYD	06/10/XX	5,000.00
				TOTAL		15,000.00
	Other Agents					
	Imprest Fund cashier, NAVSTA (Italian lire)	08/30XX	2,000.00			
	Collection agent, NAVSTA (General Mess)	05/02/XX	50.00			
		TOTAL	2,050.00			
		GRAND TOTAL	30,750.00			
7.4	S.T. Jones	DV dtd 02/21/XX (Member will make remittance by 09/07/XX)				300.00
	C.D. Hall	DV dtd 06/13/XX (Ltr to member's new duty station, NAS Miramar 08/03/XX)				100.00
				TOTAL		400.00

Figure D-15. Sample Detailed Analysis of Cash and Other Assets

MONEY ORDER CONTROL RECORD											
			BLANK M.O. FORMS RECEIVED BY		RECEIVED FROM						
				APO NO.	X	PM	Import location or APO No.				
			X	FPO NO.	09542		FPO	NEW YORK, NY			
SERIAL NUMBERS (Inclusive) ¹		NO. OF BLANK FORMS RECEIVED		DATE RECEIVED		REGISTRY NO.		SIGNATURE OF CUSTODIAN			
FROM 8,012,748,000	TO 8,012,749,999	2,000		10 JAN XX		B633707026		J. J. JONES, LTJG			
MONEY ORDERS ISSUED TO MILITARY POSTAL CLERKS											
SERIAL NUMBERS (Inclusive)		SIGNATURE OF CLERK TO WHOM ISSUED. IF MAILED - UNIT NO. APO REGISTRATION NO.		DATE ISSUED		NO. OF FORMS ISSURED		NO. OF FORMS REMAINING ON HAND		CUSTOMER'S INITIALS	
FROM	TO										
8,012,748,000	8,012,748,099			11 JAN XX		100		1,900			
8,012,748,076	8,012,748,099			11 JAN XX		24		1,924			
8,012,748,076	8,012,748,199			15 JAN XX		124		1,800			
8,012,748,156	8,012,748,199			15 JAN XX		44		1,844			

¹ Use separate form for each series received.

Figure D-16. Sample DD Form 885 (Money Order Control Record)

[illegible]

PS Form 3295, September 1988

Figure D-17. Sample PS Form 3295 (Daily Record of Stamps, Stamped Paper and Nonpostal Stamps on Hand)

U.S. POSTAL SERVICE MILITARY POST OFFICE (MPO) REPORT OF MONEY ORDER BUSINESS										
APO/UIC NO. MPO Office ID No. 036659			UNIT NO. Parent		SHIP OR BRANCH NAME OR NO. (Navy Offices) See DODINST 4525.6-M					
MAILING ADDRESS Commanding Officer USS ENTERPRISE (CVN 65) FPO AP 90636					NO BUSINESS WAS CONDUCTED FROM _____ TO _____					
					22 July 20XX _____ 23 July 20XX					
					TRANSMITTED UNDER REGISTRY NO. 627		FOR BUSINESS OF (Date) 24 July 20XX			
INSTRUCTIONS										
* AIR FORCE OFFICES: SEE CHAPTER 3, AFR 182-1 * ARMY OFFICES: SEE CHAPTER 6, AR 65-1 * NAVY OFFICES: SEE OPNAVINST 2700.14 SERIES										
SECTION I MONEY ORDERS ISSUED			SECTION II PAID MONEY ORDERS AND CHECKS INCLUDED IN SUMMARY			SECTION III CASH SUMMARY				
BLOCK SERIAL NOS. USED			PAID MONEY ORDERS			DEBITS		AMOUNT		
FROM 0004363000			SERIAL NO.			1. Balance from Item 13 of previous report				
THRU 0004363008			1. 1231234455			2. MO's issued (Amount total Section I)		634 90		
NO. USED			2. 2234558967			3. Fees (Fee Total Section I)		2 00		
NO. SPOILED			3.			4.				
NO. ISSUED			4.			5.				
TOTAL		AMOUNT	5.		6.		7.			
		634.90	6.		7.		8.			
BLOCK SERIAL NOS. USED			8.			9.		10.		
FROM			9.			11.		12.		
THRU			10.			13.		14.		
NO. USED			11.			15.		16.		
NO. SPOILED			12.			17.		18.		
NO. ISSUED			13.			19.		20.		
TOTAL		AMOUNT	14.		15.		16.			
			15.		16.		17.			
BLOCK SERIAL NOS. USED			17.			18.		19.		
FROM			18.			19.		20.		
THRU			19.			20.		21.		
NO. USED			20.			21.		22.		
NO. SPOILED			21.			22.		23.		
NO. ISSUED			22.			23.		24.		
TOTAL		AMOUNT	23.		24.		25.			
			24.		25.		26.			
BLOCK SERIAL NOS. USED			26.			27.		28.		
FROM			27.			28.		29.		
THRU			28.			29.		30.		
NO. USED			29.			30.		31.		
NO. SPOILED			30.			31.		32.		
NO. ISSUED			31.			32.		33.		
TOTAL		AMOUNT	32.		33.		34.			
			33.		34.		35.			
BLOCK SERIAL NOS. USED			35.			36.		37.		
FROM			36.			37.		38.		
THRU			37.			38.		39.		
NO. USED			38.			39.		40.		
NO. SPOILED			39.			40.		41.		
NO. ISSUED			40.			41.		42.		
TOTAL		AMOUNT	41.		42.		43.			
			42.		43.		44.			
BLOCK SERIAL NOS. USED			44.			45.		46.		
FROM			45.			46.		47.		
THRU			46.			47.		48.		
NO. USED			47.			48.		49.		
NO. SPOILED			48.			49.		50.		
NO. ISSUED			49.			50.		51.		
TOTAL		AMOUNT	50.		51.		52.			
			51.		52.		53.			
BLOCK SERIAL NOS. USED			53.			54.		55.		
FROM			54.			55.		56.		
THRU			55.			56.		57.		
NO. USED			56.			57.		58.		
NO. SPOILED			57.			58.		59.		
NO. ISSUED			58.			59.		60.		
TOTAL		AMOUNT	59.		60.		61.			
			60.		61.		62.			
BLOCK SERIAL NOS. USED			62.			63.		64.		
FROM			63.			64.		65.		
THRU			64.			65.		66.		
NO. USED			65.			66.		67.		
NO. SPOILED			66.			67.		68.		
NO. ISSUED			67.			68.		69.		
TOTAL		AMOUNT	68.		69.		70.			
			69.		70.		71.			
BLOCK SERIAL NOS. USED			71.			72.		73.		
FROM			72.			73.		74.		
THRU			73.			74.		75.		
NO. USED			74.			75.		76.		
NO. SPOILED			75.			76.		77.		
NO. ISSUED			76.			77.		78.		
TOTAL		AMOUNT	77.		78.		79.			
			78.		79.		80.			
BLOCK SERIAL NOS. USED			80.			81.		82.		
FROM			81.			82.		83.		
THRU			82.			83.		84.		
NO. USED			83.			84.		85.		
NO. SPOILED			84.			85.		86.		
NO. ISSUED			85.			86.		87.		
TOTAL		AMOUNT	86.		87.		88.			
			87.		88.		89.			
BLOCK SERIAL NOS. USED			89.			90.		91.		
FROM			90.			91.		92.		
THRU			91.			92.		93.		
NO. USED			92.			93.		94.		
NO. SPOILED			93.			94.		95.		
NO. ISSUED			94.			95.		96.		
TOTAL		AMOUNT	95.		96.		97.			
			96.		97.		98.			
BLOCK SERIAL NOS. USED			98.			99.		100.		
FROM			99.			100.		101.		
THRU			100.			101.		102.		
NO. USED			101.			102.		103.		
NO. SPOILED			102.			103.		104.		
NO. ISSUED			103.			104.		105.		
TOTAL		AMOUNT	104.		105.		106.			
			105.		106.		107.			
BLOCK SERIAL NOS. USED			107.			108.		109.		
FROM			108.			109.		110.		
THRU			109.			110.		111.		
NO. USED			110.			111.		112.		
NO. SPOILED			111.			112.		113.		
NO. ISSUED			112.			113.		114.		
TOTAL		AMOUNT	113.		114.		115.			
			114.		115.		116.			
BLOCK SERIAL NOS. USED			116.			117.		118.		
FROM			117.			118.		119.		
THRU			118.			119.		120.		
NO. USED			119.			120.		121.		
NO. SPOILED			120.			121.		122.		
NO. ISSUED			121.			122.		123.		
TOTAL		AMOUNT	122.		123.		124.			
			123.		124.		125.			
BLOCK SERIAL NOS. USED			125.			126.		127.		
FROM			126.			127.		128.		
THRU			127.			128.		129.		
NO. USED			128.			129.		130.		
NO. SPOILED			129.			130.		131.		
NO. ISSUED			130.			131.		132.		
TOTAL		AMOUNT	131.		132.		133.			
			132.		133.		134.			
BLOCK SERIAL NOS. USED			134.			135.		136.		
FROM			135.			136.		137.		
THRU			136.			137.		138.		
NO. USED			137.			138.		139.		
NO. SPOILED			138.			139.		140.		
NO. ISSUED			139.			140.		141.		
TOTAL		AMOUNT	140.		141.		142.			
			141.		142.		143.			
BLOCK SERIAL NOS. USED			143.			144.		145.		
FROM			144.			145.		146.		
THRU			145.			146.		147.		
NO. USED			146.			147.		148.		
NO. SPOILED			147.			148.		149.		
NO. ISSUED			148.			149.		150.		
TOTAL		AMOUNT	149.		150.		151.			
			150.		151.		152.			
BLOCK SERIAL NOS. USED			152.			153.		154.		
FROM			153.			154.		155.		
THRU			154.			155.		156.		
NO. USED			155.			156.		157.		
NO. SPOILED			156.			157.		158.		
NO. ISSUED			157.			158.		159.		
TOTAL		AMOUNT	158.		159.		160.			
			159.		160.		161.			
BLOCK SERIAL NOS. USED			161.			162.		163.		
FROM			162.			163.		164.		
THRU			163.			164.		165.		
NO. USED			164.			165.		166.		
NO. SPOILED			165.			166.		167.		
NO. ISSUED			166.			167.		168.		
TOTAL		AMOUNT	167.		168.		169.			
			168.		169.		170.			
BLOCK SERIAL NOS. USED			170.			171.		172.		
FROM			171.			172.		173.		
THRU			172.			173.		174.		
NO. USED			173.			174.		175.		
NO. SPOILED			174.			175.		176.		
NO. ISSUED			175.			176.		177.		
TOTAL		AMOUNT	176.		177.		178.			
			177.		178.		179.			
BLOCK SERIAL NOS. USED			179.			180.		181.		
FROM			180.			181.		182.		
THRU			181.			182.		183.		
NO. USED			182.			183.		184.		
NO. SPOILED			183.			184.		185.		
NO. ISSUED			184.			185.		186.		
TOTAL		AMOUNT	185.		186.		187.			
			186.		187.		188.			
BLOCK SERIAL NOS. USED			188.			189.		190.		
FROM			189.			190.		191.		
THRU			190.			191.		192.		
NO. USED			191.			192.		193.		
NO. SPOILED			192.			193.		194.		
NO. ISSUED			193.			194.		195.		
TOTAL		AMOUNT	194.		195.		196.			
			195.		196.		197.			
BLOCK SERIAL NOS. USED			197.			198.		199.		
FROM			198.			199.		200.		
THRU			199.			200.		201.		
NO. USED			200.			201.		202.		
NO. SPOILED			201.			202.		203.		
NO. ISSUED			202.			203.		204.		
TOTAL		AMOUNT	203.		204.		205.			
			204.		205.		206.			
BLOCK SERIAL NOS. USED			206.			207.		208.		
FROM			207.			208.		209.		
THRU			208.			209.		210.		
NO. USED			209.			210.		211.		
NO. SPOILED			210.			211.		212.		
NO. ISSUED			211.			212.		213.		
TOTAL		AMOUNT	212.		213.		214.			
			213.		214.		215.			
BLOCK SERIAL NOS. USED			215.			216.		217.		
FROM			216.			217.		218.		
THRU			217.			218.		219.		
NO. USED			218.			219.		220.		
NO. SPOILED			219.			220.		221.		
NO. ISSUED			220.			221.		222.		
TOTAL		AMOUNT	221.		222.		223.			
			222.		223.		224.			
BLOCK SERIAL NOS. USED			224.			225.		226.		
FROM			225.			226.		227.		
THRU			226.			227.		228.		
NO. USED			227.			228.		229.		
NO. SPOILED			228.			229.		230.		
NO. ISSUED			229.			230.		231.		
TOTAL		AMOUNT	230.							

[illegible]

Figure D-19. Sample ATM Bulk Card Log

DISBURSING OFFICE ATM CASH TRANSACTION LEDGER							
DATE a.	TRANS NO. b.	MEMBER'S NAME c.	SSN d.	DEPOSIT + CASH e.	WITHDRAWAL - CASH f.	MEMBER'S SIGNATURE g.	DISBURSING SIGNATURE h.
8/13/XX	001	JONES, JOHN	123-45-6789		3.00		
8/13/XX	002	SMITH, JEFF	234-56-7890		4.00		
8/13/XX	003	DOE, R.	345-67-8901	400.00			
8/13/XX	004	CAPLAN, D.	456-78-9012		100.00	EXCASH CK 123456	
8/13/XX	005	COWARD, B.	777-66-8888		200.00	NEG ADJ/NC 3060	
1. TOTAL CASH DEPOSITS (+)			2. TOTAL CASH WITHDRAWALS (-)			3. DIFFERENCE ((+) to DO (-) from DO)	
400.00			307.00			93.00	

DD Form 2671, AUG 93

**Figure D-20. DD Form 2671 (Disbursing Office ATM Cash Transaction Ledger)
(Sample ATM Ledger Showing Transactions Between End of Sessions)**

RECORDS TRANSMITTAL AND RECEIPT				Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment. See specific instructions on reverse.				PAGE		OF		
								1		1 PAGES		
1. TO (Complete the address for the appropriate records center serving your area)						5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)						
Federal Archives and Records Center						Disbursing Officer Personnel Support Activity Detachment Box 48 FPO New York 09540						
General Services Administration												
As shown in → Bldg. 22, Military Ocean Terminal												
FMFR 101-11.410-1 Bayonne, NJ 07002												
2. AGENCY TRANSFER AUTHORIZATION		Transferring Agency Official (Signature and title)				DATE						
		Edward D. Lacrews, LT, SC, USN				23 JUL XX						
3. AGENCY CONTACT		Transferring Agency Liaison Official (Name, office, and telephone no.)										
4. RECORDS CENTER RECEIPT		RECORDS RECEIVED BY (Signature and title)				DATE						
RECORDS DATA												
Accession Number					R			Completed by Records Center				
RG	FY	NUMBER	VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	E C S T I R O I N	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	LOCATION	S H P E L A F N	C T O Y N P T E	A D U I T S O P
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
			5	1 of 5	Retained records/returns of Mary Rose Parese, LT, SC, USNR, 5792, for period 10/01/XX through 4/30/XX	N	SECVAINST P5212.5B Part 2, par. 7250(1)	07/30/XX				
				2 of 5	All public vouchers (except payroll) (Group 1)							
				3 of 5	All payroll vouchers (Group 2)							
				4 of 5	All collection vouchers (Group 3)							
				5 of 5	All checking account records (Group 4)							
					Cashbooks (Group 5); Balance sheets (Group 7); Schedule of Confirmed Deposits (Group 9); Statement of Accountability (Group 10); and Listings of Instruments Deposited, Un-available Check Cancellations, and Debit vouchers (Group 11)							
									Standard Form 135 (Rev. 6-76) Prescribed by GSA FMFR (41 CFR) 101-11.4			

Figure D-21. Sample Standard Form 135 (Records Transmittal and Receipt)